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ABSTRACT

Utilizing a social learning approach the Georgia Department of Offender Rehabilitation has implemented a performance-based correctional management model based on the assumption that only self-rehabilitation is viable. Earned Time System (ETS) provides resources and motivational opportunities for inmates to assume personal responsibility for their behavior. Inmates may earn varying amounts of time off their sentences based on their classification: non-habitual offenders earn a day off their sentences for every day of satisfactory performance; habitual offenders are eligible for one day for every two days of satisfactory performance. Upon admission, each inmate undergoes an extensive diagnostic intake by the correctional staff prior to the development of an individual performance plan. Inmates are assigned to work areas, provided with minimal expectations for performance, and given concrete feedback on behavior. A comprehensive documentation system assures that each inmate's progress is motivated and documented. The ETS is currently operational for all inmates transitioning from institutions to free society. (BN)

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The Earned Time System:

A Performance-Based Correctional Management Model

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Georgia Dept. of Offender
Rehabilitation
South Eastern Psychological Assn.
Atlanta, Georgia
March, 1978

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Utilizing a social learning approach, the Georgia Department of Offender Rehabilitation has implemented a performance-based correctional management model designed to maximize an inmate's chances of successful community re-integration. Based on the assumption that only self-rehabilitation is viable, the Earned Time System (ETS) attempts to provide resources and opportunities for inmates motivated to assume personal responsibility for their behavior; the limited resources of the correctional system will not be forced upon those who do not wish to receive these services.

Under the Earned Time System, inmates may earn varying amounts of time off their sentences based on their classification; non-habitual offenders (those with less than three felony convictions) may earn up to a day off their sentence for every day of satisfactory behavior and performance. Habitual offenders (those with three or more felony convictions) are eligible for one day off their sentence for every two days of satisfactory performance.

Upon admission, every inmate is provided with an extensive diagnostic intake including a test battery, interviews, and other assessments in eight behavioral areas. These areas are further validated when an inmate is sent to an assigned facility--and during this "extended assessment", additional information is gathered by correctional staff prior to the development of an individual performance plan. This treatment plan, developed by the inmate's assigned case manager in conjunction with the inmate, specifies how each of these eight assessed "needs" may be serviced in terms of treatment options. Resources and limitations of each institution are also considered. Inmates desiring not to participate may do so, but they understand that they must serve out their regular sentence as "flat time"--and are ineligible for earned time.

Inmates, upon approval of their performance plans, are assigned to work or program areas, and are provided with the minimal expectations for performance for each assignment. This "Performance Activity Description" becomes the basic criteria for assessing excellent, unsatisfactory, or satisfactory performance.

Whenever an inmate exhibits exceptional behavior (either excellent behavior denoting the inmate is exceeding supervisor's expectations, or unsatisfactory behavior, which is below minimal expectations) a Performance Notice is issued by the job supervisor. This notice, based on behavioral criteria, provides immediate and concrete feedback (k_r) to the inmate and may act as a secondary reinforcer as consistent excellent behavior may result in an extra privilege at the end of the month. In addition, to the immediate benefits of privileges (i.e. extra/longer visits, phone calls, free-world food) these can have a long-term effect as they are incorporated as criteria for security reductions, compassionate transfers, and other long-range considerations. Consistent unsatisfactory performance may result in program suspension, removal, reassignment, disciplinary restriction, or "time out" from the opportunity to earn off the end of a sentence.

A comprehensive documentation system is being utilized to assure that each inmate's progress is monitored and documented, and systematic feedback is provided each quarter. Earned Time is a contingency management model which attempts to parallel the real world. Occasional excellent performance notices do not translate into privileges--just as in the real world, occasional exemplarary performance does not always result in positive sanctions. The inmate is encouraged, however, to assume responsibility for his behavior in work and program areas; immediate feedback is provided short and long-term reinforcers are given, and independent behaviors are encouraged as a means to maximize successful community reintegration. The "Good Time" system provided non-contingent rewards and offered little feedback on progress. Earned Time duplicates the basic contingencies for success within the free world--namely that accountable performance results in concrete consequences.

Presently, ETS is operational within 54 state and county correctional institutions and 5 pre-release centers. It has the additional benefits of allowing for a methodology to quantify and standardize educational, vocational, and other program areas, and to provide accountability in terms of performance for all correctional staff. By training officers and other line correctional personnel to observe and rate inmates based on behavioral criteria, ETS provides a working analog to free society.

THE EARNED TIME SYSTEM

The essential concept behind the Earned Time System is that of individual responsibility. The Georgia Correctional System formerly tended to foster dependency, and resulted in recidivism rates in excess of 53%. Additionally, by assuming that the staff had primary responsibility for "rehabilitation", inmates would tend to passively await this transformation and would take few active steps on their own.

A major problem was the method in which "good time" was credited to inmates. All such "good time" was credited at the beginning of an inmate's sentence--the time was automatically taken off a sentence for doing nothing. When an inmate misbehaved, violated rules and regulations, or caused problems, his "good time" was taken away. Usually, such time was given back within a short period, and the concept of time off one's sentence for "good behavior" was meaningless. The philosophy of the Earned Time System is based upon earning; inmates receive what they get based upon their performance. The Department of Offender Rehabilitation has the responsibility to provide opportunities to the inmate, but the individual must utilize those opportunities as he chooses. The limited resources of the correctional system will not be forced upon those who do not wish to receive these services. It is a guiding premise of the Earned Time System that the only kind of rehabilitation which works is self-rehabilitation.

On July 1, 1976, Ga. Act 1133--the Earned Time Law--went into effect for all inmates sentenced after that date. The bill provided for the abolition of statutory and extra "good time" and provided for a system through which inmates could earn time "based upon the performance of the prisoners".

An amendment to the Earned Time Law was passed in the 1978 Georgia General Assembly. This law provided that all inmates would be converted to the provisions of the Earned Time Law. It established a standard earning rate for all inmates of one day earned for each day of satisfactory performance and behavior. Effective September 1, 1978, all of Georgia's approximately 12,000 inmates will be under the provisions of ETS.

Inmates who violate rules and regulations may be placed in a "time-out" from earning status--during which period these offenders are not eligible for earning time. The period of time-out will be specified by an institutional disciplinary committee, and will be limited to the maximum allowable number of days which has been established for each offense.

Inmates are initially processed through the Georgia Diagnostic and Classification Center (men) or through the Georgia Women's Correctional Institution (women). A basic intake battery of tests is provided, and individual needs are assessed in eight basic areas; these same basic areas are monitored throughout the inmate's institutional stay and into pre-release programming. Orientation to Earned Time will be provided at the intake assessment, with both audio-visual and written materials.

After diagnostic processing, the inmate is assigned to a regular facility. Here, a 30 day to 6 month period of extended assessment is provided where the inmate's needs and abilities are further examined and integrated into a performance plan based on those requirements and available institutional resources. The inmate's performance is documented on several levels and monitored as he progresses. Whenever exceptional performance occurs--on work details, assigned classes, or other authorized activities--it will be noted by the inmate's supervisor who issues a Performance Notice. This Performance Notice--for either unsatisfactory or excellent behavior--indicates what the inmate has specifically done based upon a "Performance Activity Description" or job specification for that activity. Excellent behavior can result in extra privileges including extra/longer family visits, phone calls, and are incorporated as criteria in security reductions, transfers for compassionate reasons, and other considerations. Unsatisfactory monthly reports may result in probation, removal from programs, reassignments, isolation, privilege restrictions, or "time-out" for failure to perform. Several review and hearing steps insure accountability on the part of correctional staff, and provide appropriate due process for each inmate.

A comprehensive documentation system is being utilized to assure that each inmate's progress is being monitored and necessary plan revisions and updates are being completed. Quarterly evaluations by case managers are prepared to insure comprehensive documentation for the Board of Pardons and Paroles, and individual inmate progress in all areas is recorded--as well as provided to the inmate as feedback periodically.

The Earned Time System (ETS) also represents an integrated continuum of corrections programming--from pre-trial diversion through institutional incarceration and extending into community pre-release programming. By concentrating on offenders who wish to perform and assume personal responsibility, the resources of the correctional system are maximized. Any inmate who does not meet performance and conduct standards--is consistently in time-out or disciplinary isolation--will likely not be paroled by the Board of Pardons and Paroles.

At present, all staff and institutions are functioning under the Earned Time System. This includes some 18 state and 38 county facilities. Staff have been extensively trained, and this training is updated on a regular basis. Orientation materials and information have been distributed to all ETS inmates who have entered the system since July 1, 1976.

The Earned Time System has been integrated into all pre-release community facilities and is currently operational for all inmates transitioning from institutions to free society. Planning is also in the process to extend ETS into the Probation area. ETS will continue to standardize and upgrade institutional services, and bring new accountability to the corrections system--both to maximize the inmate's chances of successfully reintegrating into society and to provide a more comprehensive, unitary and consistent approach for staff. ETS tries to provide a working analog to free society in that each person is accountable and responsible for his behavior, and tries to maximize the assumption of responsibility in the correctional system rather than creating dependence.

Department of Offender Rehabilitation

George Busbee
Governor

David C. Evans
Commissioner

FOREWORD

The past year has seen the Earned Time System materialize as a reality for Georgia Corrections. Beginning with a basic belief that rehabilitation is only possible when responsibility is assumed, the system has evolved into a realistic and workable alternative for Corrections nationally.

As your suggestions and ideas were essential for the development of the Earned Time System, your help and active support is necessary to make it a success. To assist each of you in administering the procedures involved with Earned Time, this procedures manual has been developed. It should facilitate the performance of tasks required for the implementation of E.T.S. at this time.

Although revisions of this manual will be sent to each of you as required, it should be noted that it is your suggestions and experiences which will modify the system and refine it further. I ask for each staff member's support in this endeavor.

Sincerely,

David C. Evans
Commissioner

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ACTIVITY	As defined by DOOR, any function (such as a job assignment or rehabilitation program) in which an individual participates and in which his performance can be rated. Any number of activities may be performance rated for the Earned Time System at an institution, but each activity must have a validated set of rating criteria and be approved through appropriate channels.
ACTIVITY (CHANGING)	An activity in which either inmate or supervisor does not remain for three months or longer.
ACTIVITY (STABLE)	An activity in which both the inmate and supervisor remain for three months or longer.
ASSESSMENT	A measurement of the inmate's abilities and short-comings, predicting a course (direction) for the inmate to follow which would most likely lead to his rehabilitation.
ASSESSMENT (INTAKE)	An initial assessment, completed during the diagnostic process when an inmate is first received at a diagnostic institution.
ASSESSMENT (EXTENDED)	A closer assessment of the inmate's needs (usually within the first 30 to 60 days of an inmate's arrival at a particular institution) and of the institution's capabilities for providing needed activities for the inmate. It is utilized in developing the Performance Plan.
ADDITIONAL SENTENCE TRANSACTIONS	Applies only to additional Earned Time sentences when the inmate has had another Earned Time sentence processed previously.
CASE MANAGER	A staff member to whom the inmate is assigned for assistance, and who is responsible for monitoring the inmate's progress within his Performance Plan.
CONSENT	A voluntary commitment, in writing, by an inmate that he/she agrees to participate in the Earned Time System. Initial consent places the inmate in earning status retroactive to the date sentence began. Initial dissent places the inmate in "non earning" status retroactive to sentence begin date.

CONSENT (Cont.)	The inmate may reconsider and change his consent agreement any time during the six month period following the initial agreement or after each anniversary date of the initial agreement thereafter. Reconsideration places the inmate in requested status, as of that date, without any retroactive effect.
DATE SENTENCED	The date sentence is imposed by the presiding judge. For probation revocation, the date sentenced will be the date of revocation by the presiding judge. (Date is shown on sentence or revocation document.)
EARNED RELEASE DATE	At any given date, the total days earned towards release subtracted from the maximum release date. This date constantly changes, as long as the inmate is earning time.
EARNED PAROLE DATE	The actual time earned towards parole "clearance" based upon a theoretical 2 days for every day served. Time-out suspends this. With a perfect record, an earned parole date will equal 1/3 of the sentence. If an inmate does not earn off enough time, he will be listed as "deficient" by the Department at parole consideration.
EARNING STATUS (TIME-IN STATUS)	Status in which an inmate is earning time off the end of his sentence based on satisfactory or better performance and/or behavior.
FORFEITURE	The loss of previously earned time; forfeited time is non-restorable.
FORFEITURE REVERSAL	Ruling that declares the original forfeiture invalid; results in return of this particular block of earned time to the inmate.
GOOD TIME LOSS	The loss of statutory and/or extra good time.
GOOD TIME LOSS RESTORATION	The original good time loss was valid, but the inmate's performance warrants reducing the good time loss and awarding back previously lost time.
GOOD TIME LOSS REVERSAL	The good time loss transaction was overturned.

HABITUAL OFFENDER	An inmate with three or more felony convictions.
JAIL TIME	The time reflected on the affidavit of custodian indicating time spent in jail and/or hospital prior to date of sentence. All time in jail and hospital must be while under custody of the custodian and directly related to the offenses for which sentenced.
MAXIMUM RELEASE DATE	The date an inmate would be released if he served his entire sentence without any earned time reductions.
NO-FAULT EXIT	A change in an inmate's Performance Plan because of his inability to perform in a satisfactory manner in an activity.
NON-EARNING STATUS (TIME-OUT STATUS)	Status in which an inmate is not earning time off the end of a sentence.
NON-HABITUAL OFFENDER	An inmate with no more than two felony convictions.
NON-PARTICIPATION STATUS	A non-earning status chosen by an inmate who decides not to participate in the Earned Time System; results in the inmate serving every day to which he was sentenced.
ORIGINAL SENTENCE TRANSACTIONS	An inmate's first Earned Time sentence. This is true even if the inmate is currently serving a good time sentence.
PAROLE CONSIDERATION DATE	Date the Parole Board will consider an inmate for parole. This date is not affected by Earned Time.
PERFORMANCE	As defined by DOOR, an individual's level of behavior within a prescribed activity, in relation to his capabilities.
PERFORMANCE: EXCELLENT	Behavior determined by a reasonable and prudent supervisor to exceed the requirements for satisfactory performance for that individual in that activity.

PERFORMANCE: SATISFACTORY	Behavior determined by a reasonable and prudent supervisor to be required of that individual in that activity.
PERFORMANCE: UNSATISFACTORY	Behavior determined by a reasonable and prudent supervisor to fall short of requirements for satisfactory performance for that individual in that activity.
PERFORMANCE ACTIVITY DESCRIPTION (P.A.D.)	A report describing an activity, its general goals and objectives, and requirements for satisfactory performance.
PAROLE DEFICIENCY REPORT	The notification from the State Board of Corrections to the Board of Pardons and Paroles indicating that an inmate's performance and behavior has been unsatisfactory. This would result in the inmate being denied parole as the Board of Pardons and Paroles has agreed not to parole any inmate considered deficient.
PERFORMANCE EXCEPTION REPORT (P.E.R.)	A monthly exception report completed by the supervisor when in his judgement a particular inmate's overall performance in a given month warrants either an unsatisfactory (U) or excellent (E) rating for that month.
PERFORMANCE NOTICE (P.N.)	An exception report completed by the supervisor when in his judgement an inmate's particular performance in an activity warrants either an unsatisfactory (U) or an excellent (E) rating. The inmate will be given the report at the time the behavior occurs.
PERFORMANCE PLAN	As defined by DOOR, a document that prescribes certain activities for an inmate based upon his particular assessed needs and upon the availablity of those activities within the institution. The Plan is developed through a formal procedure actively involving the inmate.
PRIVILEGES	As defined by the Department of Corrections, includes anything above basic inmate rights as delineated by law; developed by each institution for award to an inmate receiving a monthly "E" rating.
PROJECTED PAROLE DATE	This is the earliest possible parole eligibility date. It should correspond to the regular parole consideration date, and is based on all information in the computer.

QUARTER	A quarter will be defined in the Earned Time System as a calendar quarter consisting of four 3-month periods commencing with January of the year for purpose of completing Performance Plan Reviews, documentation, and other requirements. Quarters will not refer to 3-month periods from the date of the inmates receipt into the institution, but will be standardized throughout the system.
REINSTATEMENT	Restoration to an earning (time-in) status from a non-earning (time-out) status at expiration of, or prior to the expiration of, the previously imposed specified period in non-earning (time-out) status.
REPLACEMENT SENTENCE DATE	Used when a sentence is overturned, modified or ammended, and requires that all sentence data be re-calculated and re-entered into the system.
RETROACTIVE INITIALIZATION OF STATUS	If an inmate has consented to participate in the Earned Time System, the consent is retroactive back to the day he began serving his sentence.
SENTENCE BEGIN DATE	The date sentenced less allowable jail/hospital time. This is the date an inmate will begin earning towards certification and release except in cases where the inmate has a Good Time sentence.
STATUS CHANGE	Change in the inmate's earning status.
STATUS CHANGE REVERSAL	Ruling that declares the inmate's status change invalid.
SUPERVISOR	As defined by DOOR, any person (not necessarily employed by DOOR) who is authorized to supervise inmates in an activity.
SUPERVISOR'S EVALUATION (S.E.)	A report from all Stable Activity Supervisors outlining an inmate's performance; completed on three separate occasions for all supervised inmates: (1) quarterly, (2) upon termination of an activity, and (3) upon special request. The S.E. may also be completed at the end of the Extended Assessment period. These are retained in the inmates file.

PROJECTED RELEASE DATE	The date an inmate is projected to be released based on all transactions currently in the system.
TIME-OUT	A period of time during which an inmate is not earning time off his sentence. These time-outs are also used as documentation for parole deficiency reports.
TIME-OUT REVERSAL	Ruling that declares the original time-out invalid; results in return to the inmate of time lost during time-out.

1. HABITUALITY CLASSIFICATION

Habituality will be determined by a diagnostic interviewer based on information found in the FBI rap sheet (transcript). The interviewer must inform the inmate of his/her earning classification at the time the determination is made. The Classification Committee will review the decision and will forward the inmate's records to Offender Administration for a final review before approval.

2. STATUS CHANGE

An offender who is classified as a "non-habitual" upon entering the system and who, during the term of incarceration, is convicted of a third felony, will be reclassified an "habitual".

3. CONSENT TO PARTICIPATE

Offenders who agree initially to sign up and participate in the Earned Time System will be credited with all jail time retroactively and be placed on the earning track (time-in status). An offender may initially refuse to participate and later consent to participate in the Earned Time System. Signing a consent document at a later time allows the offender to participate and be placed on the earning track, but he will not be credited retroactively with earned time for jail time served.

4. CONSENT AND JAIL TIME

For the purposes of computing earned time, an inmate who desires initially to participate in the Earned Time System will be assumed to have satisfactory performance between the time his sentence begins and the time he is admitted to prison (jail time). Documented unsatisfactory behavior in jail will be reported to the Parole Board but will not effect earned time.

5. REFUSAL TO PARTICIPATE

Any inmate who refuses to sign a consent document during the diagnostic process will be provided another opportunity six months from his initial refusal. If the inmate refuses to sign on this second opportunity, he will not be eligible to change his mind and enter a consent document for one year from the initial refusal date. An offender who signs up, and later chooses to withdraw consent, may do so after appropriate administrative review. Once placed in a non-earning status, however, he may not elect to re-enter the Earned Time System for one calendar year from the date that the request to withdraw is approved.

6. CONSEQUENCES OF REFUSAL

Only those inmates who consent to participate in the Earned Time System will be eligible for earning time off their sentences, or earning special privileges and program considerations. Inmates who refuse to participate in the Earned Time System will not be afforded these opportunities and will be listed as deficient in performance for the Board of Pardons and Paroles.

7. INMATE ORIENTATION

Inmates will be oriented to the Earned Time System during diagnostic processing by means of written materials and specific audio-visual presentations. Inmates must be made fully aware of the differences between earned time and parole release, so parole factors must be explained in detail during orientation.

8. INMATE PERFORMANCE PLAN

A Performance Plan will be developed for each offender identifying individual needs and objectives and specifying the available means to meet those stated needs. Individual needs that are unmet due to lack of available means or unwillingness of the inmate to participate will be documented in the performance record for appropriate transfer or release considerations. Performance Plans are not contracts, however.

9. EXTENDED ASSESSMENT AND THE PERFORMANCE PLAN

The institutional counselor will utilize the first 60 days after an inmate's arrival at his assigned institution to complete the Extended Assessment by further observing, counseling, and evaluating the inmate. The counselor will use this Extended Assessment and also consider the inmate's preferences when developing the inmate's individual Performance Plan.

10. PAROLE FACTORS AND THE PERFORMANCE PLAN

Parole factors, as delineated by the State Board of Pardons and Paroles, will be considered in analyzing each inmate's case and in formulating his individual Performance Plan, as well as subsequent revisions.

11. PERFORMANCE PLAN REVIEWS

The institutional Classification Committee will review and approve each Performance Plan and then return it to the counselor and/or Case Manager for final review. The counselor and/or Case Manager will review the Plan on a quarterly basis unless necessitated sooner by extenuating circumstances, transfer, or release. The counselor/Case Manager will revise the Plan as necessary during a personal interview with the inmate and will submit any revisions to the Classification Committee for final approval.

12. PERFORMANCE RECORDING

The counselor and/or Case Manager will maintain all required performance recordings on an ongoing basis in each inmate's performance record (file).

13. QUARTERLY PERFORMANCE SUMMARY

The counselor and/or Case Manager will prepare on a quarterly basis a summary of each inmate's progress relating to his entire Performance Plan. This summary will be retained in each inmate's performance record (file).

14. EARNED TIME AND PERFORMANCE PLAN ACTIVITIES

Every inmate is expected to participate in activities and programs conducive to his rehabilitation as required by his Performance Plan. Every effort will be made to provide each inmate with a variety of programs, but no inmate will lose earned time for non-participation if no such opportunity is available. No inmate will lose earned time for non-participation caused by legitimate absences such as: illness/medical limitations, special leave, segregation as appropriate, court appearance, or other legitimate reasons. An inmate will be credited with earned time he may otherwise have earned had he not been engaged in the activities noted above. Offenders who refuse to participate in available work/program activities will not earn time off their sentences.

15. PERFORMANCE EXCEPTION REPORTING

The impact of program participation on earned time will be based on exception reporting. Each inmate's rating will be screened at the institution, and his failure to meet established criteria will be documented. Unsatisfactory and excellent reports will be processed by the Classification Committee, unless a "time-out" from earnings is recommended. In this case, the Classification Committee will forward the case to the Disciplinary Committee for disposition. Documentation of this disposition will be forwarded to the Central Office for approval, review, and information system entry.

16. PERFORMANCE RATING AND SPECIAL PROGRAMS

The administrative requirement for admission to special programs (i.e., drug release, educational release, or others) will incorporate earned time. All inmates, except those sentenced directly to such programs, or excluded by the diagnostic process, will earn some specified amount of earned time before qualifying for special programs.

17. PROCEDURES FOR APPROVING PERFORMANCE-RATED ACTIVITIES

At this time, only regular work details, vocational or educational programs may be performance rated after being validated by the warden and Classification Committee and approved by the appropriate operational division. A Performance Activity Description (P.A.D.) must be completed on any program that is to be performance rated before the rating procedure can begin. Work programs will be reviewed by the institution and then submitted to the Institutional Operations Division for approval. All programmatic areas will be approved by the Division of Offender Administration, according to the program area. Any number of activities may be rated at an institution, provided each activity has a designated set of criteria, a completed activity description and is not exempted by policy or administrative review.

18. EARNING STATUS AND TIME-OUT

An inmate will be maintained on the "Earning Track" (status) after he initially agrees to the program. He will be placed in "time-out" status only upon receipt of documentation from the institution and then only for a specified time after final approval is given. This procedure is defined as "time-out" from earning.

19. TIME-OUT PROCEDURES

The Warden/Superintendent, Disciplinary Committee, or other legal authorities may recommend that an inmate found guilty of a major disciplinary infraction be suspended from earning time. The Commissioner, in addition to having final approval, may modify any recommendation presented for consideration.

20. MAJOR INFRACTIONS AND TIME-OUT

Each major disciplinary infraction will have a fixed time-out (minimum-maximum) penalty range. The Disciplinary Committee will recommend the exact penalty range, incurred by an inmate for an infraction, provided the penalty is within the prescribed range for that infraction. The Disciplinary Committee reserves the right to recommend some other disciplinary measure other than suspension from earnings.

21. FORFEITURE OF ACCRUED EARNED TIME

An inmate may forfeit all or any part of time earned previously if the violation is a crime punishable by law. Forfeiture of accrued earned time off the end of sentence is in lieu of prosecution, and any forfeitures of accrued time are not restorable.

22. FORFEITURE AND TIME-OUT

If an inmate incurs a time-out penalty extending beyond his earned release date, he will be placed in time out until his earned release date and will then forfeit earned time equal to the number of days remaining in the time-out penalty. The number of days thus forfeited will be additional time that the inmate must serve before his release date.

23. TIME-OUT AND FORFEITURE SIMULTANEOUSLY IMPOSED

An inmate found guilty of a major infraction will not be subjected to both suspension from earnings (time-out) and forfeiture of earned time, except by approval of the Commissioner.

24. DISCIPLINARY APPROVAL PROCEDURES

All recommendations for either disciplinary time-out or forfeiture are subject to the approval of the Commissioner or his designee.

25. MINOR INFRACTIONS

Minor disciplinary infractions will not result in any suspension or forfeiture of earned time.

26. TIME-OUT AND "FAILURE TO PERFORM"

An inmate may be placed into a time-out status for "failure to perform" only after receiving an "unsatisfactory" Performance Exception Report, having due process through the Classification Committee, and being referred to the Disciplinary Committee. A supervisor may not write up an inmate directly on a disciplinary report form for "failure to perform" and submit it through the Disciplinary Committee; he must follow the due process channels as defined herein.

27. TIME-OUT AND DISCIPLINARY ISOLATION

An inmate assigned to disciplinary isolation will be placed in a non-earning (time-out) status or forfeit time as described above.

28. DEFICIENCY REPORTS

The State Board of Pardons and Paroles will continue to review all pertinent inmate records on regularly scheduled parole eligibility dates. Inmates who have not met Department of Offender Rehabilitation performance and disciplinary standards as measured by the amount of time earned will be considered deficient. Notification of such deficiency will be provided to the Board of Pardons and Paroles which has agreed not to parole any inmate listed as deficient.

29. PAROLE DEFICIENCIES AND NON-EARNED TIME PROCEDURES

Any inmate sentenced prior to July 1, 1976 will not be affected in any way by the parole deficiency requirements, but will function under the parole review procedures existant prior to that date. This policy will include multiple sentences, parole revocations, and other cases where any part of a sentence pre-dated July 1, 1976.

30. PERFORMANCE PLANS AND PAROLE DENIAL

If an inmate is denied parole after parole consideration, the reasons will be noted at the institution and will be considered when drawing up a new Performance Plan.

31. PERFORMANCE RECORDS AND PAROLE

The inmate evaluation form currently required by the Parole Board will be superseded by quarterly case recording documents. These documents will contain comprehensive and accountable information on an individual inmate's activities, progress, and attitude. All quarterly documents will be maintained in the inmate's file until 1/3 of the sentence and/or all parole consideration dates. whereupon copies of all quarterly documents will be forwarded to the State Board of Pardons and Paroles. Quarterly reports will also be available to the Board upon special request.

32. EARNED TIME AND SPECIAL INMATE PROBLEMS

Inmates with special problems (e.g., psychiatric, medical) will be able to earn time at a comparable rate to that of other offenders with the same earning classification (habitual/non-habitual). This comparable earning rate will also apply to those inmates in administrative segregation, unless those inmates are placed in a time-out (non-earning) status through appropriate due process channels.

33. ADMINISTRATIVE SEGREGATION - EARNED TIME

An inmate assigned to administrative segregation may be precluded from earning time off the end of his sentence for periods of thirty (30) days or less. The Disciplinary Committee will review the circumstances surrounding the assignment of an inmate to administrative segregation. After an appropriate hearing, they will submit written recommendations and rationale to the warden as to the inmate's earning status, including specified segregation period, as appropriate. An inmate in administrative segregation may be continued in a non-earning status (not to exceed 30 days) after review and appropriate hearing by the Disciplinary Committee. Recommendations submitted to the warden for approval will be forwarded to the Director of Corrections within five (5) days.

34. NOTIFICATION OF EARNINGS

All Case Managers will be informed on a periodic (bi-monthly) basis of each inmate's earned release date. This information is available to the inmate through routine institutional channels. Additionally, an inmate will be notified of any transaction that impacts on his sentence/time computation.

35. INMATE TRANSFERS

Upon notification of an inmate's transfer or release, the warden or superintendent will assure that the inmate's Case Manager is provided adequate notification and completes any outstanding reports, interviews, or recommendations as required prior to the inmate's departure. Where emergency circumstances necessitate immediate transfer, the warden or superintendent will assure that the inmate's Case Manager completes the required documentation and forwards it to the receiving institution or facility no later than five (5) days from the inmate's departure.

36. INSTITUTIONAL EARNED TIME MONITORS

Each warden will appoint an individual at his institution who will be responsible for monitoring all aspects of the Earned Time System at that institution. All questions relating to procedures or operations of the Earned Time System will be channeled through this individual, who will document any problems and route them appropriately.

37. RESPONSIBILITIES OF INSTITUTIONAL OPERATIONS DIVISION

The Institutional Operations Division will administer educational programs, vocational training, work assignments, security, disciplinary procedures, transportation, support of correctional industries, facilities, medical support, employee management, etc. The Division will provide and maintain in accordance with established standards, expanded educational, vocational, counseling, recreational, religious, and other self-development programs; work for all inmates; and any required due process hearings (e.g., classification/disciplinary actions, etc.).

38. RESPONSIBILITIES OF OFFENDER ADMINISTRATION DIVISION

The Offender Administration Division will provide administrative support: processing court documents, time computations, assignments, transfers, disciplinary reports, inmate data base, releases, etc. Offender Administration will also provide centralized guidance, appropriate technical assistance; coordination in the development of program standards, policies, and procedures for the Earned Time System and for the areas of education, vocational training, chaplaincy, counseling services, recreation, and employee training.

STATE OF GEORGIA
1776

PROCEDURES MANUAL

EARNED TIME SYSTEM

SECTION
3.0

SUBJECT
E.T.S. Numbering System

The new Earned Time System has necessitated almost complete change in our inmate numbering system. The following examples will hopefully clarify any questions. Please keep in mind that inmates sentenced under the old system will remain the same unless they receive additional sentence after July 1, 1976.

Male Felons sentenced prior to July 1, 1976, will be assigned 100,000 series numbers with a "D" prefix. (D-100,000)

Female Felons sentenced prior to July 1, 1976, will be assigned 100,000 series numbers with a "A" prefix. (A-100,000)

Youthful Offenders sentenced prior to July 1, 1976, will be assigned 100,000 series numbers with a "YF" prefix. (YF-100,000)

Misdemeanants sentenced prior to July 1, 1976, will be assigned 100,000 series numbers with a "GM" prefix. (GM-100,000)

Earned Time Felons sentenced after July 1, 1976, will be assigned "EF" prefix 100,000 series numbers. (EF-100,000)

Earned Time Misdemeanants sentenced after July 1, 1976, will be assigned "EM" prefix 100,000 series numbers. (EM-100,000)

Earned Time Youthful Offenders sentenced after July 1, 1976, will be assigned "EY" prefix 100,000 series numbers. (EY-100,000)

Earned Time Youthful Offenders sentenced after July 1, 1976, who have lost their Youthful Offender status will be assigned "EL" prefix 100,000 series numbers. (EL-100,000)

Inmates receiving additional Earned Time sentences and not having an Earned Time Number will be assigned numbers as follows:

(a.) If the inmate has a "D" prefix he will be assigned a number 5 and his old state serial number.
Example: D-12345 will become EF-512345

(b.) If the inmate's old prefix is any other prefix that "D" he will be assigned a number 6 and his old state serial number.
Example: YF-56789 will become EY-656789
GM-45670 will become EM-645670
A-57078 will become EF-657078

All Earned Time inmates will be assigned one of the following prefixes:

EF-Felon　EM-Misdemeanant　EY-Youthful Offender　EL-Former Youthful Offender

SECTION 4.0 FORMS

EARNED TIME SYSTEM PROCEDURES

NAME OF FORM	WHENEVER COMPLETED	WHO COMPLETES	DISPOSITION
PERFORMANCE NOTICE	1. WHENEVER EXCEPTIONAL BEHAVIOR OCCURS (COULD BE DAILY)	1. ACTIVITY SUPERVISOR	ACTIVITY SUPERVISOR RETAINS UNTIL END OF MONTH FOR STABLE ACTIVITIES; SENT TO DEPUTY WARDEN FOR CHANGING ACTIVITIES. ONE COPY TO INMATE
PERFORMANCE EXCEPTION REPORT	1. MONTHLY AS REQUIRED	1. ACTIVITY SUPERVISOR 2. CASE MANAGER 3. CLASSIFICATION COMMITTEE 4. DISCIPLINARY COMMITTEE	IF EXCEPTIONAL BEHAVIOR HAS BEEN EXHIBITED BY INMATE DURING THE MONTH, SUPERVISOR INITIATES A PER BASED UPON "E" OR "U" RATINGS. LAST COPY GOES TO INMATE.
SUPERVISOR'S EVALUATION	1. QUARTERLY 2. ACTIVITY TERMINATES 3. SPECIAL REQUESTS	1. ACTIVITY SUPERVISOR	COMPLETED ONLY ON INMATES IN STABLE ACTIVITIES DURING THE REGULAR QUARTERLY EVALUATION, OR WHO TERMINATE. MAY BE REQUESTED BY A CASE MANAGER AS A SPECIAL REQUEST DURING EXTENDED ASSESSMENT.
PERFORMANCE RECORDING SHEET	1. ON A DAILY/MONTHLY BASIS	1. CASE MANAGER OR OTHERS	1. INMATE FILE
PERFORMANCE ASSESSMENT	1. INTAKE - DIAGNOSTIC	1. DIAGNOSTIC INTERVIEW	1. OFFENDER ADMINISTRATION 2. PAROLE BOARD 3. INMATE FILE
	2. EXTENDED ASSESSMENT - WITHIN 60 DAYS AFTER ASSIGNMENT	1. CASE MANAGER	1. CASE MANAGER 2. CLASSIFICATION COMMITTEE 3. INMATE FILE
PERFORMANCE PLAN	1. AFTER 60 DAYS EXTENDED ASSESSMENT AND WHENEVER REVISIONS ARE NECESSARY	1. CASE MANAGER/INMATE	1. CASE MANAGER 2. CLASSIFICATION COMMITTEE 3. INMATE FILE 4. CENTRAL OFFICE (REQUEST)

NAME OF FORM	WHEN COMPLETED	WHO COMPLETES	DISPOSITION
QUARTERLY REVIEW SUMMARY	1. QUARTERLY	1. CASE MANAGER	1. CASE MANAGER 2. CENTRAL OFFICE (UPON REQUEST)
PAROLE REVIEW SUMMARY	1. PAROLE BOARD REQUEST (CONSIDERATION)	1. CASE MANAGER 2. WARDEN	1. CASE MANAGER 2. WARDEN 3. CENTRAL OFFICE (SUBMITTED WITH INMATES FILE TO PAROLE BOARD)
PERFORMANCE/DISCIPLINARY REPORT	1. DISCIPLINARY ACTION 2. PERFORMANCE ACTION AFTER PER IS REVIEWED BY CLASSIFICATION COMMITTEE	1. CLASSIFICATION COMMITTEE 2. ACTIVITY SUPERVISOR OR DESIGNATED INSTITUTIONAL PERSON	1. CLASSIFICATION COMMITTEE - DISCIPLINARY COMMITTEE - WARDEN - CENTRAL OFFICE 2. ACTIVITY SUPERVISOR - DISCIPLINARY WARDEN - CENTRAL OFFICE
REQUEST TO PARTICIPATE	1. DIAGNOSTIC PROCESS 2. WITH 6 MONTHS OF FIRST INTERVIEW AND ANNUALLY THEREAFTER	1. DIAGNOSTIC COUNSELOR 2. CASE MANAGER (IF ADDITIONAL SENTENCE IS GIVEN)	1. INMATE FILE - CENTRAL OFFICE 2. INMATE FILE - CENTRAL OFFICE
STATEMENT OF NON-PARTICIPATION	1. DIAGNOSTIC PROCESS 2. ADDITIONAL SENTENCE	1. DIAGNOSTIC INTERVIEWER 2. CASE MANAGER	1. CLASSIFICATION COMMITTEE - INMATE FILE CENTRAL OFFICE
REQUEST FOR CONVICTION VERIFICATION	1. DIAGNOSTIC PROCESS 2. ANY TIME THE INMATE QUESTIONS HIS F.B.I. CONVICTION RATING	1. DIAGNOSTIC INTERVIEWER 2. CASE MANAGER	1. INMATE - INMATE FILE - CENTRAL OFFICE

PROCEDURES MANUAL

EARNED TIME SYSTEM

SECTION
4.1 E.T.S. Forms

SUBJECT
REQUEST TO PARTICIPATE

The interviewer will complete the Request to Participate form as follows:

1 Inmate Number: Enter the "E" number assigned to the individual by Offender Administration.

2 Inmate's Name: Print inmate's name as it appears on the indictment - last name, first name, middle initial.

3 Initial/Change Blocks: If the form is the inmate's initial request to participate, check the "Initial" block. If the inmate initially refused to participate and requests to change his decision, check the "Change" block.

4 Institution: Abbreviate the name of the institution at which the form is completed and enter the name in this block. Example: Georgia Industrial Institute would be G.I.I.

5 Inst. Code: Enter the institution's code number from the list provided in this manual.

6 Consent Date: Enter the date when the form is filled out.

7 Classification on Consent Date: Indicate the inmate's classification as of the date of consent: either "Habitual" or "Non-Habitual".

8 Number of Felony Convictions: Enter the number of felony convictions used to determine this inmate's classification.

9 Date of Classification Change: Complete only if an inmate's classification changes during the diagnostic process from "Non-Habitual" to "Habitual" based on a new conviction. Enter the effective date of the new sentence in the block.

10 Enter the inmate's classification in the appropriate space at the end of the first paragraph.

11 Inmate Signature: The inmate reads the rest of the form or has it read to him. The interviewer answers any questions and ensures that the inmate understands the implications of consent. If the inmate understands, he signs the form. If he cannot write, he makes his mark, and two individuals who may be inmates witness and sign it.

12 Staff Member Signature: After the interviewer has explained the form and the Earned Time System and is confident that the inmate understands, the interviewer signs the form.

E01
(1-3)

DEPARTMENT OF CORRECTIONS

EARNED TIME SYSTEM
REQUEST TO PARTICIPATE

①	②			③		④	⑤	
EF101010	IVEY,	JOSEPH	D.	☒	(401) Initial	G.D.C.C.	2	1
				☐	(411) Change			
Inmate Number	Last	First	M.I.			Inst.	Inst. Code	
(4-11)	(12-14)				(15-17)		(22-24)	

	⑥			⑦		⑧		⑨		
0	12	09	76	☐	(N) Non-Habitual	04	0	/	/	
				☒	(H) Habitual					
	Mo	Day	Yr.	Classification on Date of Consent		Number of Felony Convictions		Mo.	Day	Year
	Consent Date							Date of Classification Change (if any)		
	(25-31)			(32)		(33-34)		(40-46)		

I have been informed about the Earned Time System and have received a copy of the Earned Time System Inmate Information Publication. My questions about the Earned Time System have been answered. I understand what is expected from me during my period of confinement, and desire to participate in the Earned Time System. I also realize that unsatisfactory performance or behavior may result in "Time-Out" from earning or forfeiture of accrued earned time, and any loss of earned time cannot be restored later. I have been informed that based on my criminal history, I have been classified as a habitual ⑩ Offender for the purpose of earning time.

Joseph D. Ivey ⑪
Inmate Signature

I certify that the above inmate has been informed of the stated information, appears to understand the working of the Earned Time System, and has stated a desire to participate.

Phillip Stevens ⑫
Staff Member

DISTRIBUTION:
Original — Central Office
Copy — Central Office
Copy — Institutional File
Copy — Inmate

CONSENT

DCOR50-007 (7/76)

The interviewer will complete this form as follows:

1 Inmate Number: Enter the "E" number assigned to the individual by Offender Administration.

2 Inmate's Name: Print inmate's name as it appears on the indictment - last name, first name, middle initial.

3 Initial/Change: If this is the inmate's initial refusal, check the "Initial" block. If the inmate agreed to participate and has changed his decision, check the "Change" block.

4 Institution: Abbreviate the name of the institution at which the form is completed and enter in this block. Example: Georgia Industrial Institute would be G.I.I.

5 Inst. Code: Enter the institution's code number from the list provided in this manual.

6 Date: Enter the date on which the Classification Committee reviews and approves the non-participation decision.

7 Inmate Signature: The inmate reads the rest of the form or has it read to him. The interviewer answers any questions and ensures that the inmate understands the implications of refusal. If the inmate understands, he signs the form. If he cannot write, he makes his mark and two individuals, who may be inmates, witness and sign it.

8 Staff Member Signature: The interviewer signs the form, whether the inmate signs or not, certifying that he has explained the form and the working of the Earned Time System to the inmate and that the inmate refuses to state a desire to participate.

9 Classification Committee Signatures: The chairman and members of the Classification Committee sign the form after a hearing where they explain non-participation consequences to the inmate.

E01
(1-3)

DEPARTMENT OF CORRECTIONS

EARNED TIME SYSTEM
STATEMENT OF NON-PARTICIPATION

❶	❷			❸
EF 101021	DOE,	JOHN	E.	☒ (401) Initial ☐ (411) Change
Inmate Number (4-11)	Last (12-14)	First	M.I.	(15-17)

❹	❺	❻
G.D.C.C.	521	0 01 / 12 / 77
Institution	Inst. Code (22-24)	Month / Day / Year (25-31)

I have been informed about the Earned Time System and have received a copy of the Earned Time Information Publication. My questions about the Earned Time System have been answered, and I do not desire to participate. I understand that by taking this action I will still be required to abide by Departmental and Institutional Rules and Regulations. I also realize that within six months from this date I can request to participate in the Earned Time System; however, if I do not request participation within this time limit, I will not again have the opportunity to participate until the anniversary date of my initial statement of non-participation. If I do request to participate, the time I did not earn because of non-participation cannot be restored. By non-participation I will not be given the privilege of earning time off of my sentence nor for parole clearance, and therefore, I will spend my full sentence in an incarcerated status.

❼ John Doe
Inmate Signature

I certify that the above inmate has been informed of the stated information, appears to understand the workings of the Earned Time System and has refused to state a desire to participate.

❽ Steven Phillips
Staff Member

This certifies that we, the Classification Committee, have discussed the impact of non-participation in the Earned Time System with Inmate DOE. He appears to realize the consequences of this action and therefore we agree that he should be placed in a non-earning status.

W.S. Nix
Chairman

Walter B [illegible]
Member

❾

Member

David A Otto
Member

NON-PARTICIPATION

DISTRIBUTION:
Original — Central Office
Copy — Central Office
Copy — Institutional File
Copy — Inmate

34

SUBJECT

REQUEST FOR CONVICTION VERIFICATION

1 Inmate Name: Enter the inmate's name as it appears on his/her current indictment: last name, first name, middle initial.

2 Inmate Number: Enter the "E" number assigned to the inmate by Offender Administration.

3 Date: Enter the date.

4 Description: Enter the information from the F.B.I. Transcript that the inmate states is incorrect. If the Transcript shows several entries for the questioned conviction, choose the first entry that has a disposition.

5 Explanation: Write a brief explanation of the inmate's claim of incorrect information.

6 Please mail conviction verifications to Offender Administration in care of:

Ms. Blanche Smith
Reception/Release Section
800 Peachtree Street, N.E.
Atlanta, Georgia 30308

DEPARTMENT OF CORRECTIONS

REQUEST FOR CONVICTION VERIFICATION

3 12 - 9 - 76
Date

1 IVEY , Joseph D.
Last First M.I.

2 EF 101010
Inmate Number

The above listed inmate has been classified as a habitual offender for the purpose of earning time. However, he states that the following conviction data on his F.B.I. transcript is incorrect as related to Felony Convictions.

4

Contributor	Date	Charge	Disposition
COLUMBIA, S.C.	7-5-74	DUI	2 YRS.
DURHAM, N.C.	8-2-75	THEFT BY DECEPTION	3 YRS.

5 Explanation of incorrect information INMATE CLAIMS BOTH THESE CONVICTIONS WERE REVERSED.

Please verify this information as it is the controlling conviction or a contributing factor for placing this inmate in a habitual status. If the conviction is determined to be not accurate, this inmate's earning classification should be reviewed to consider placement in proper classification.

(Note: This form should only be used when the conviction in question places the inmate in a habitual status.)

DISTRIBUTION:

Original — Central Office
Copy — Institutional File
Copy — Inmate

DCOR50-032 (7/76)

SUBJECT
PERFORMANCE ASSESSMENT SHEET

The interviewer or Classification Committee will complete Sections I and II of the Performance Assessment Sheet as follows:

1 Inmate Number: Enter the "E" number assigned to the individual by Offender Administration.

2 Inmate's Name: Print the inmate's name as it appears on the indictment - last name, first name, middle initial.

3 Inmate Status: Check either "Participation" or "Non-participation". The inmate's status is based on the Consent or Refusal form.

4 Inmate Classification: Check either "Habitual" or "Non-Habitual".

5 Security: Enter the inmate's recommended security classification and the item number of the Intake Assessment Data below that gives rise to this security classification. For example, if an inmate is recommended for close security because of alcoholism as indicated in Item No. 4, "Problem Behavior", the entry under Security would be: "Close--see No. 4 below." Typically, this space is left blank until after the Intake Assessment is completed.

6 No. Escapes: Enter the number of prior escapes as indicated in the legal data in the inmate's file.

7 Detainer/Jurisdiction: If an inmate has detainers in his file, enter "Yes" in this space. Also enter the jurisdiction(s) from which the detainers were issued.

Recommended Assignment - Refers to institutional assignment. Complete after the Intake Assessment is completed.

8 Specific Institution: Enter the name of the institution that is determined to fit the inmate's needs best.

9 Type Institution: Enter the general category of the institution that was listed under "Specific". For example: "State institution: educational training", or "County institution: vocational training".

10 Assignment: LEAVE THIS SPACE BLANK. Offender Administration will enter the name of the institution to which the inmate is assigned.

37

11 Intake Data: The diagnostic counselor will enter the Intake Assessment data during the final interview of the diagnostic processing, or the Classification Committee will enter it during the session.

This information will be a series of concise, descriptive statements about the inmate based on the data contained in the diagnostic material (tests, interviews, medical evaluations, etc.) This section will not indicate the inmate's needs or include recommendations concerning him. The listing attached to the Performance Assessment Sheet indicates the type of statements that may be used in this section.

After the Classification Committee signs this form, it will be included as the last page of the diagnostic package, a copy of which is sent to Offender Administration.

12 Classification Committee Approval: The Chairman and Members of the Classification Committee at the Diagnostic Center will sign and date the Intake portion of the Performance Assessment to indicate that they have reviewed its contents and approve.

13 Extended Data: The Case Manager to whom the inmate is assigned at his permanent institution will be responsible for entering the Extended Assessment data on the Performance Assessment Sheet. Entries will be additional descriptive statements about the inmate based on observation and interviews of him during his first 30 to 60 days at the institution. The statements will either add to or simply verify the information noted in each category or the Intake data.

14 Classification Committee Approval (Assigned Institution): (Same as #12 above)

PERFORMANCE ASSESSMENT

I. IDENTIFICATION

A. EF-101010 — Inmate Number (1-8) ①

B. Ivey, — Last Name, (9-11) Joseph — First D. — MI ②

C. ☒ Participation ☐ Non-Participation — Inmate Status ③

D. ☒ (H) Habitual ☐ (N) Non-Habitual — Inmate Classification ④

E. Close — Security ⑤

F. 1 — No. Escapes ⑥

G. None — Detainer/Jurisdiction ⑦

II. RECOMMENDED ASSIGNMENT

A. Stone Mountain C.I. — Specific Institution ⑧

B. State/Voc. Training — Type Institution ⑨

C. — Assignment (For Central Office Use) ⑩

III. ASSESSMENT DATA

⑪

A. Intake		B. Extended	
1. Work: Sporadic work history. Part-time carpenter's helper. No work skills.	12 ☐	1. Work:	20 ☐
2. Vocation: No history of vocational training or skills. High overall GATB. Good vocational potential, interest in carpentry training.	13 ☐	2. Vocation:	21 ☐
3. Education: Verified high school diploma. I.Q. - 95 (Culture Fair) WRAT Reading - 5.6, Spelling - 6.0 Math - 5.4	14 ☐	3. Education:	22 ☐
4. Problem Behavior: Habitual Offender (3 prior felonies) Admits heroin addiction. Prior methadone treatment.	15 ☐	4. Problem Behavior:	23 ☐
5. Leisure: Indicates interest in sports and organized recreational activities. Claims no church affiliation.	16 ☐	5. Leisure:	24 ☐
6. Release Potential: No potential residence at this time. No prospective employment at this time.	17 ☐	6. Release Potential:	25 ☐
7. Medical: 1 1 1 1 1 1 No medical limitations.	18 ☐	7. Medical:	26 ☐
8. Other (Family/Personal): Marital Status: Single No dependents, 2 yrs. military: U.S. Army, honorable discharge	19 ☐	8. Other (Family/Personal):	27 ☐

IV. CLASSIFICATION COMMITTEE:

(Diagnostic Center) Date ____________

(Chairman) (Member)

⑫ S. Welsh

(Member)

Distribution
Gldrod Copy 4: Offender Admin.
Green Copy 5: Parole Bd.

V. CLASSIFICATION COMMITTEE:

(Assigned Institution) Date ____________

(Chariman) (Member)

(Member)

Distribution
White Orig.: Offender Admin.
Pink Copy 2: Parole Board
Canary Copy 3: Inmate File

DCOR50-021 (7/76)

PERFORMANCE ASSESSMENT

I. ① IDENTIFICATION

A. EF-101010
Inmate Number (1-8)

B. Ivey, Joseph D. ②
Last Name, (9-11) First MI

C. ☒ Participation
☐ Non-Participation ③
Inmate Status

D. ☒ (H) Habitual
☐ (N) Non-Habitual ④
Inmate Classification

E. Close ⑤
Security

F. 1 ⑥
No. Escapes

G. None ⑦
Detainer/Jurisdiction

II. RECOMMENDED ASSIGNMENT

A. Stone Mountain C.I. ⑧
Specific Institution

B. State/Voc. Training ⑨
Type Institution

C. Hard Rock C.I. ⑩
Assignment (For Central Office Use)

III. ASSESSMENT DATA

A. Intake ⑪		B. Extended ⑬	
1. Work: Sporadic work history. Part-time carpenter's helper. No work skills.	12 ☐	1. Work: Assigned to outside detail past 60 days. Supervisor indicates unsatisfactory work ratings.	20 ☐
2. Vocation: No history of vocational training or skills. High overall GATB. Good vocational potential.	13 ☐	2. Vocation: No change from intake.	21 ☐
3. Education: Verified high school diploma. I.Q. - 95 (Culture Fair) WRAT Reading - 5.6, Spelling - 6.0, Math - 5.4	14 ☐	3. Education: Good potential for further academic achievement. Is receptive for further schooling.	22 ☐
4. Problem Behavior: Habitual offender (3 prior felonies) Admits heroin addiction. Prior methadone treatment.	15 ☐	4. Problem Behavior: Receptive to drug treatment. Verified Psychiatric history--emotional dependency.	23 ☐
5. Leisure: Indicates interest in sports and organized recreational activities. Claims no church affiliation.	16 ☐	5. Leisure: Enjoys recreational activities. Has talked to Chaplain regarding religion. Indicates interest in Baptist faith.	24 ☐
6. Release Potential: No potential residence at this time. No prospective employment at this time.	17 ☐	6. Release Potential: No change from intake.	25 ☐
7. Medical: 1 1 1 1 1 1 No medical limitations.	18 ☐	7. Medical: Verified psychiatric history.	26 ☐
8. Other (Family/Personal): Marital Status: Single. No dependents, 2 yrs. military, U.S. Army, honorable discharge	19 ☐	8. Other (Family/Personal): No change from intake.	27 ☐

IV. CLASSIFICATION COMMITTEE:

(Diagnostic Center) Date ____________

(Chairman)
Jerry [illegible] (Member)

⑫ D. Welsh
(Member)

Distribution
Goldrod Copy 4: Offender Admin.
Green Copy 5: Parole Bd.

V. CLASSIFICATION COMMITTEE:

(Assigned Institution) Date ____________

(Chariman)
Bill Smith
(Member)

Sam Jones
(Member)

Distribution
White Orig.: Offender Admin.
Pink Copy 2: Parole Board
Canary Copy 3: Inmate File

SUBJECT

PERFORMANCE PLAN

The Case Manager will complete the Performance Plan as follows:

1 Institution Name and Code: Enter the institution's name and code number. The code number may be found in the list provided in this manual.

2 Inmate Name: Enter the inmate's name as it appears on the Performance Assessment Sheet.

3 Inmate Number: Enter the "E" number assigned to the individual by Offender Administration.

4 Case Manager Name: Enter your name.

Note that eight categories appear along the left side of the form: Work, Vocational Educational, etc. These categories correspond to the eight categories on the Performance Assessment Sheet. Each of the vertical columns is also labeled: Needs and Objectives, Activities/Services, etc.

5 Needs and Objectives: Using the Performance Assessment Sheet as a guide, indicate the inmate's needs and objectives in each of the eight areas. In many cases an inmate will have more than one need or objective per category. Include all defined needs in the Plan.

6 Activities/Services: Enter the corresponding activity or service to meet each particular need and the name of the supervisor, if known. If the appropriate activities or services are not available at the institution, this should be noted. Future transfers to a facility where these services would be available could be a part of the Plan. Needs may also be met in alternative activities rather than specific programs. A defined need for "educational improvement", for example, does not have to mean a formal educational course--the Plan may simply require the inmate to read so many books. If for some reason the inmate refuses to participate in an activity, note his refusal in this section, being sure to include his reasons.

7 Special Consid./Requirements: Document any variations in activity requirements that are specific for the inmate whose Plan is being developed. (For example: John Doe will participate in only 3 months of group counseling as opposed to the regular 12 sessions normally required.)

The Case Manager must relate to the inmate the standard activity requirements for each activity in which the inmate participates. It is not necessary to list those requirements on the Plan.

8 Dates: Indicate the beginning and completion dates of the activity, or indicate if the activity is "open", i.e. ongoing.

9 Approval Signatures: Signature as requested on form.

PERFORMANCE PLAN ②

INSTITUTION NAME & CODE Hard Rock C.I. ① 007

INMATE NAME Ivey, Joseph

INMATE NUMBER FF-101010 ③

CASE MGR. NAME William Frank ④

	NEEDS AND OBJECTIVES ⑤	ACTIVITIES SERVICES ⑥	SPECIAL CONSID./ REQUIREMENTS ⑦	DATES ⑧
(1) WORK	Needs to develop work habits; Needs to work 8 hrs. per day.	Construction Detail--Officer Ledford	N/A	begin: 1-15-77
(2) VOCATIONAL	Needs to develop work skills.	On-the-job training: Construction Detail.	N/A	begin: 1-15-77 end: Open
(3) EDUCATION	Needs Academic upgrading in reading and math.	Read one book per month from reading list. Counselor will supervise. Attend basic math course--Mr. Carter, instructor.	N/A	begin: 1-15-77 end: (1)reading open (2)math complete 6 units
(4) PROBLEM BEHAVIORS	Needs to cope with drug dependency.	Drug Counseling group--Mr. Hearst.	N/A	begin: 2-1-77
	Needs to deal with emotional dependency.	Individual counseling--Mr. Hearst	Meet only 1 night per week--Thursday.	end: open

	NEEDS AND OBJECTIVES	ACTIVITIES SERVICES	SPECIAL CONSID./ REQUIREMENTS	DATES
(5) LEISURES	Needs to structure leisure time more effectively	Participate in institutional intramural sports. INMATE REFUSES TO PARTICIPATE	N/A	
(6) PRE RELEASE	Needs to develop job plans and needs to plan residence.	Meet with Labor Dept. counselor 6 mos. prior to release. Participate in job interview training. Write letters to relatives with assistance of counselor.		begin: 6 mos. prior to release.
(7) MEDICAL	Needs Psychiatric evaluation and treatment.	NOT AVAILABLE AT THIS INSTITUTION		
(8) OTHER	No needs identified in this area.			

PLAN APPROVAL SIGNATURES AND DATES

	CLASSIFICATION COMMITTEE APPROVAL	INMATE
Orig.	Richard [illegible]	⑨ Joseph D [illegible]
Rev. 1.		
Rev. 2.		
Rev. 3.		

	CASE MANAGER	WITNESS	WITNESS
Orig.	William Frank	Oscar Martin	[illegible]
Rev. 1.			
Rev. 2.			
Rev. 3.			

DCOR80-023 (7/78)

SECTION
4.5 E.T.S. Forms

SUBJECT
PERFORMANCE ACTIVITY DESCRIPTION

Complete the Performance Activity Description as follows:

1 Institution Name: Enter the legal name of the institution; you may abbreviate.

2 Institution Code: Enter the institution's code in the blocks next to Item 2. The code for this institution may be found in the institutional code list in this manual.

3 Activity Name: Print the name of the activity as it is used at the institution. This name may be a detail number or a formal program title.

4 Activity Code Prefix: From the activity list under #4 on the P.A.D. select one code number that best describes your activity and enter the number in the space provided. (The Central Office will later add three other digits to the one you have selected, making a 4-digit code that uniquely identifies your activity within this institution.)

5 Time Frame: Enter the average number of days per week that this activity is held.

6 Usual Length of One Session: Enter the number of hours of actual activity in a usual or average session.

7 Supervisor Turnover Rate: If the supervisor continues in this activity for three months or more, enter the letter "A". If the supervisor changes activities more frequently than every three months, enter the letter "B".

8 Inmate Turnover Rate: If most inmates stay in this activity for at least three months, enter the letter "A". If inmates usually stay less than three months, enter the letter "B".

9 Activity Classification: Enter the letter "A" if your activity is considered a stable activity. Enter the letter "B" if your activity is considered a changing activity. (If you entered "A: in #7 and #8 above, then answer "A" to #9. If, however, you entered "B" in either #7 or #8, you must answer "B" to #9.)

10 Location: Enter either letter "A" or "B" depending on whether this activity occurs inside or outside the confines of the institution.

11 Average Number of Inmates: Enter the average number of inmates who are present during a typical session of the activity.

12 Supervisor's Observation Time: From the list under #12 on the P.A.D. select one number that best describes how frequently you directly observe the performance of an inmate in your activity. Enter this number in the space provided.

13 On-the-Job Training: Using a "Y" for Yes and an"N" for No, indicate if this activity is considered on-the-job training.

14 OJT Certificates: Using a "Y" for Yes or an "N" for No, indicate whether inmates on this activity are now receiving OJT certificates.

15 Agency Responsibility: From the list under #15 on the P.A.D. select the number of the agency that administers the activity. Enter the number in the space provided. (If the agency is other than one of those on the list, print the agency's name on the line labeled "specify if other".)

16 Supervisor's Title/Rank: Print your title or rank one letter to a block.

17 Activity Description: Describe the activity briefly in terms of what it is, or does.

18 Goals/Objectives/Milestones: Indicate if the activity has specific milestones that an inmate may attain, such as a certificate or major accomplishment (for example, "learn regular work habits").

19 Entrance Requirements: List the minimum qualifications that an inmate must have before he can be accepted into the activity. These could include special skills or training, physical traits, or education level.

20 Requirements for Satisfactory Performance: Stipulate what basic expectations an inmate must meet to receive an "S" (satisfactory) rating in the activity. They could include attendance; interest; consistency and quality of work; ability to use time, tools and materials well; effort; or similar product-oriented indices.

PERFORMANCE ACTIVITY DESCRIPTION (PAD)
(1-3)

①

1. Institution Name Georgia Training & Development Center

2. Institution Code (use code in Earned Time Manual) 5 0 5 ②

3. Activity Name (24 letters or less) Bldg Maintenance ③ (7-30)

FOR CENTRAL OFFICE USE ONLY do not write in this section
Activity Code Suffix ☐☐☐ (32-34)

4. Activity Code Prefix (use one of the codes below) ④ 02 (31)

1-Work	4-Problem Behaviors	7-Medical
2-Vocational	5-Leisure/Recreation	8-Other
3-Educational	6-Pre-Release/Release	

5. Usual number of days per week activity is held ⑤ 05 Days (35)

6. Usual length of one session ⑥ 08 Hours 00 Minutes (36-39)

7. How long do most Supervisors remain in this activity? ⑦ A (A or B) (40)
A-3 months or more B-Less than 3 months

8. How long do most inmates remain in this activity? ⑧ A (A or B) (41)
A-3 months or more B-Less than 3 months

9. Activity is classified as A-Stable B-Changing A (A or B) ⑨ (42)

10. Is it inside or outside the fence? A-Inside B-Outside ⑩ A (A or B) (43)

11. Average number of inmates per session 08 (44-46) ⑪

12. How much of the time does the supervisor spend watching each inmate during a typical session? (use code below) 06 (47) ⑫

1. Never	3. One or twice per session	5. About half the time
2. Less than once per session	4. Little of the time	6. Most of the time
		7. Continuous

13. Is this activity on-the-job training? Y—Yes N—No ⑬ Y (Y or N) (48)

14. Is it approved for OJT Certificates? Y—Yes N—No Y (Y or N) ⑭ (49)

15. Agency responsible for activity (use code below) 03 (50) ⑮

1-DCOR	4-County Dept. of Education
2-GA. Dept. of Labor	5-Federal
3-GA. Dept. of Education	6-Other

specify if "Other"

⑯

16. Title/Rank of Supervisor (14 letters or less) Voc Instructor (51-64)

17. Description of activity ⑰ Course of instruction in residential wiring, blue print reading, national electrical code, sheet metal work and residential plumbing.

⑱

18. Goals/Objectives/Milestones Obtain certificate of completion by reaching entry level of employability in area specified on contract. Course is open entry--open exit.

19. Entrance Requirements for inmate Meet requirements of Labor Department and be referred by Labor Department and assigned by the Classification Committee. ⑲

20. What must an inmate do to be considered "S" (Satisfactory)? Pass written examinations with score of 70 and performance examinations indicating level of proficiency. Both types of examinations given as prescribed by instructor. Must be prompt, in attendance and follow instructions of instructor in class work and behavior. ⑳

21. James C. Calhoun
Person Interviewed

22. Fred C. Banks (65-76)
Last, First Initial
Interviewer (Please Print)

23.
Chairman of Classification Committee

24. N. Y. Short
Warden Signature

25. / /
Month Day Year
(77-78) (79-80)

46 47

OR50-029 (7/76)

PERFORMANCE ACTIVITY DESCRIPTION (PAD)
(1-3)

1. Institution Name Georgia Training and Development Center

2. Institution Code (use code in Earned Time Manual) 5 0 5 (4-6)

3. Activity Name (24 letters or less) TITLE I (7-30)

4. Activity Code Prefix (use one of the codes below) 03 (31)

1-Work	4-Problem Behaviors	7-Medical
2-Vocational	5-Leisure/Recreation	8-Other
3-Educational	6-Pre-Release/Release	

FOR CENTRAL OFFICE USE ONLY do not write in this section
Activity Code Suffix ☐☐☐ (32-34)

5. Usual number of days per week activity is held 05 Days (35)

6. Usual length of one session 02 Hours 00 Minutes (36-39)

7. How long do most Supervisors remain in this activity? A-3 months or more B-Less than 3 months A (A or B) (40)

8. How long do most inmates remain in this activity? A-3 months or more B-Less than 3 months A (A or B) (41)

9. Activity is classified as A-Stable B-Changing A (A or B) (42)

10. Is it inside or outside the fence? A-Inside B-Outside A (A or B) (43)

11. Average number of inmates per session 10 (44-46)

12. How much of the time does the supervisor spend watching each inmate during a typical session? (use code below) 06 (47)

1. Never	3. One or twice per session	5. About half the time
2. Less than once per session	4. Little of the time	6. Most of the time
		7. Continuous

13. Is this activity on-the-job training? Y—Yes N—No N (Y or N) (48)

14. Is it approved for OJT Certificates? Y—Yes N—No N (Y or N) (49)

15. Agency responsible for activity (use code below) 05 (50)

1-DCOR	4-County Dept. of Education
2-GA. Dept. of Labor	5-Federal
3-GA. Dept. of Education	6-Other

01
specify if "Other"

16. Title/Rank of Supervisor (14 letters or less) TITLE I TEACHER (51-64)

17. Description of activity Individualized instructions helping each student develop communication skills in addition to basic cognitive skills, especially reading. Activities for this include basic word attack, vocabulary building, reading comprehension, group discussions, role playing, dramatic readings, game playing and interpersonal relationship level.

18. Goals/Objectives/Milestones Increase reading level one grade level as measured on pre and post tests. Make practical application of skills learned in his daily life and complete contract requirements.

19. Entrance Requirements for inmate Under 21 years old, functioning below 9.0 in reading and not in a trade class

20. What must an inmate do to be considered "S" (Satisfactory)? The inmate will attend classes daily, he will complete given assignments, pass teacher made tests over materials assigned and take the TABE reading test after every 120 hours of instruction.

21. Richard Smith
Person Interviewed

22. Fred W. Banks
Last, First Initial (65-76)
Interviewer (Please Print)

23. Chairman of Classification Committee

24. N. Y. Short
Warden Signature

25. / /19
Month Day Year
(77-78) (79-80)

·0 48

R50-029 (7/76)

SUBJECT PERFORMANCE NOTICE

The activity supervisor will complete the Performance Notice as follows:

1 Inmate Name: Print the inmate's name in this format: last name, first name, middle initial.

2 Inmate Number: Enter the inmate's number.

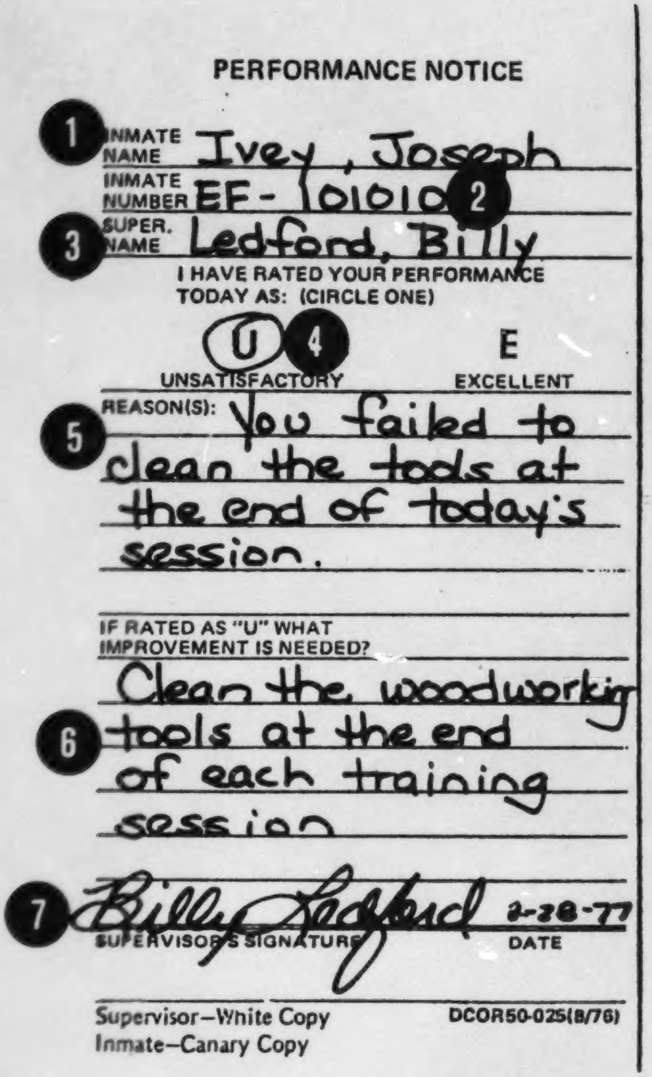
3 Supervisor Name: Enter the name of the supervisor issuing the P.N.

4 Rating: Circle the appropriate rating, in your judgement-either "U" for unsatisfactory or "E" for excellent.

5 Reasons: List in concrete and specific terms the behaviors exhibited by the inmate which caused the P.N. to be issued. This explanation of this rating must be consistent with the criteria listed in the P.A.D. for that activity.

6 Improvement: Complete this section only if the behavior exhibited by the inmate was "unsatisfactory". The supervisor must indicate to the inmate what specific corrective action he should take in order to achieve satisfactory performance or better as outlined in the P.A.D.

7 Supervisor's Signature/Date: Sign your name and enter the date this P.N. was issued.



PERFORMANCE NOTICE

INMATE NAME Ivey, Joseph

INMATE NUMBER EF- 101010

SUPER. NAME Ledford, Billy

I HAVE RATED YOUR PERFORMANCE TODAY AS: (CIRCLE ONE)

[✓ U UNSATISFACTORY] E EXCELLENT

REASON(S): You failed to clean the tools at the end of today's session.

IF RATED AS "U" WHAT IMPROVEMENT IS NEEDED? Clean the woodworking tools at the end of each training session

Billy Ledford 2-28-77

SUPERVISOR'S SIGNATURE DATE

Supervisor–White Copy
Inmate–Canary Copy

DCOR50-025(8/76)

PERFORMANCE NOTICE

INMATE NAME Tucker, Andrew

INMATE NUMBER EF 101010

SUPER. NAME COLEMAN, CLIFF

I HAVE RATED YOUR PERFORMANCE TODAY AS: (CIRCLE ONE)

U UNSATISFACTORY [✓ E EXCELLENT]

REASON(S): you worked two hours overtime today & completed extra work

IF RATED AS "U" WHAT IMPROVEMENT IS NEEDED?

Clifford Coleman 3/12/77

SUPERVISOR'S SIGNATURE DATE

Supervisor–White Copy
Inmate–Canary Copy

DCOR50-025(8/76)

Complete the Performance Exception Report as follows:

1 Institution Name: Enter the name of the institution; abbreviate if necessary.

2 Case Manager's Name: Enter the Case Manager's name, if known. (Some institutions may choose to forward all P.E.R.'s to a central person who then distributes them to the appropriate Case Manager.)

3 Inmate Name: Enter the inmate's name in this order - first name, and middle initial, if known.

4 Inmate Number: Enter the inmate's number.

5 Activity Name: Print the name of the activity you are supervising.

6 Activity Supervisor's Name: Print your name in this order - last name, first name, middle initial.

7 Rating: Review the monthly P.N.'s and determine if the inmate's behavior warrants a monthly rating of unsatisfactory or excellent; circle whichever is appropriate.

8 Month/Year: Indicate the month and year to which the rating applies.

9 Reason(s): Write a brief behavioral description specifying the reason or reasons why the report is being issued.

10 Activity Supervisor Recommendation: The Activity Supervisor will recommend any action he feels would be appropriate for an "Unsatisfactory". Examples would be a reprimand, restrictions fo privileges, detail change, time-out, or other sanctions. In the case of an "Excellent" rating, the supervisor may be aware of a privilege that the inmate wants.

11 Number of P.N.'s: Indicate the number of each type P.N. you are attaching to the Performance Exception Report.

12 Supervisor Signature/Date: The supervisor will sign his name and date the Performance Exception Report.

PERFORMANCE EXCEPTION REPORT

TO:
CASE MGR. NAME: WILLIAM FRANK ②
INSTITUTION NAME ①: HARD ROCK C.I.
⑤ ACTIVITY NAME: CARPENTRY School
INMATE NAME ③: Tucker, Andrew
ACTIVITY SUPER. NAME: Coleman, Clifford ⑥
INMATE NUMBER ④: EF 101019

I have given this inmate a rating of: (Circle one)
U Unsatisfactory ⑦ [✓ E] Excellent

For the month of February (Month) 77 (Year) ⑧

Reason(s): ⑨ On 2-18-77 Inmate worked 2 hours overtime and completed the next days assignment. On 2-20-77 Inmate assisted 2 other students in Completing an assignment. On 2-25-77 inmate worked overtime helping other students.

Activity Supervisor Recommendation(s): ⑩

grant him privilege of his choice

Number of Performance Notices: U 1 ⑪ E 3 ⑫

Clifford Coleman (Supervisor Signature) 2/28/77 (Date)

Case Manager – Comment(s) / Recommendation(s): I concur with Mr. Coleman's recomendations. Inmate Tucker requested & was granted an extra phone call to his mother.

Case Manager Signature: William Frank Date: 3-4-77

Classification Committee – Decision/Action

Chairman of Committee Signature Date

Disciplinary Committee – Decision/Recommendation (Pending Approval):

Chairman Signature Date

Distribution: Copy 1 - Case Manager, Copy 2 - Activity Supervisor, Copy 3 - Inmate

DCOR50-019 (7/76)

PRIVILEGE SLIP

INSTITUTION NAME: Hard Rock C.I.

AWARDED TO: Andrew Tucker (Inmate Name) EF-101019 (Inmate Number)

Privilege Monitored By

DATE PRIVILEGE AWARDED: 3-4 77

SPECIFIC PRIVILEGE: Phone Call

Andrew Tucker (Inmate Signature)

3/8/77 (Date Privilege Taken)

PRIVILEGE TO BE USED BEFORE THIS EXPIRATION DATE: 4-4-77

CASE MANAGER'S NAME: William Frank

When Privilege Has Been Used, Return This Slip To Above

54

PERFORMANCE EXCEPTION REPORT

TO:

CASE MGR. NAME WILLIAM FRANK

ACTIVITY NAME CONSTRUCTION DETAIL

ACTIVITY SUPER. NAME B. J. LEDFORD

INSTITUTION NAME HARD ROCK C.I.

INMATE NAME JOSEPH IVEY

INMATE NUMBER EF 101010

I have given this inmate a rating of: (Circle one)

[✓ U] Unsatisfactory E Excellent

For the month of MARCH (Month) 1977 (Year)

Reason(s): ON 3/2/77 INMATE IVEY WAS LATE FOR WORK WITHOUT AN EXCUSE. ON 3/16/77 INMATE IVEY FAILED TO CLEAN HIS TOOLS AFTER WORK. ON 3/17/77 INMATE FAILED TO WEAR HIS SAFETY SHOES.

Activity Supervisor Recommendation(s):

Number of Performance Notices: U 3 E 0

Billy J. Ledford (Supervisor Signature) 3-29-77 (Date)

Case Manager – Comment(s) / Recommendation(s): Inmate Ivey confirmed the above reasons & stated that he had no explantion for the behavior. I recommend that the classification committee remove Ivey from this activity.

Case Manager Signature William Frank Date 4-3-77

Classification Committee – Decision/Action

Classification Committee met with inmate Ivey this date concerning his unsatisfactory performance. Committee finds the above charges to be true.

Action: issued a formal warning to inmate Ivey. If performance does not improve, will consider administrative job change.

Chairman of Committee Signature Harley Anderson Date 4/8/77

Disciplinary Committee – Decision/Recommendation (Pending Approval):

Chairman Signature Date

Distribution: Copy 1 - Case Manager, Copy 2 - Activity Supervisor, Copy 3 - Inmate DCOR80-019 (7/76)

PRIVILEGE SLIP

INSTITUTION NAME

AWARDED TO: Inmate Name Inmate Number

Privilege Monitored By

DATE PRIVILEGE AWARDED

SPECIFIC PRIVILEGE

Inmate Signature

Date Privilege Taken

PRIVILEGE TO BE USED BEFORE THIS EXPIRATION DATE

CASE MANAGER'S NAME

When Privilege Has Been Used, Return This Slip To Above

DCOR80-019 (7/76)

SUBJECT
SUPERVISOR'S EVALUATION

The Activity Supervisor will complete the Supervisor's Evaluation as follows:

1 Case Manager: Enter the name of the Case Manager.

2 Inmate Number: Since this report is used for all inmates, the first two spaces are for two letters, the next six spaces are a six-digit number. If the number is less than six digits long, enter zeros in the empty blocks between the first number and the two spaces reserved for the letter prefix.

D (Space) 001234
YF043716

3 Inmate Name: Enter the inmate's name in this format: Print last name, comma, first name, middle name or initial.

4 Institution: Print the name of the institution.

5 Institution Code: Enter your institution's code number from the list provided in this manual.

6 Supervisor Name: Enter your name in this format: last name first, comma, first name, middle name or initial.

7 Supervisor Social Sec. #: Enter your Social Security Number.

8 Activity Name: Enter the name of the activity supervised.

9 Activity Code: This number will be assigned after the activity is approved. If you do not know it, leave these spaces blank.

10 Occasion for Evaluation: If this is a quarterly evaluation, enter the letter "A" in the block; for a termination, enter a "B"; for other special requests, enter a "C".

11 Date of Evaluation: Enter the date on which the S.E. is completed.

12 No. of Months: Enter the number of months that you have supervised this inmate. If the amount is less than one hundred months, put a zero in the first block.

13 Overall Rating Performance: This is a ten-point rating scale reflecting the inmate's overall performance during the period of evaluation. Select the appropriate number from 1 to 10 and place it in the box.

14 These two entries reflect your estimate of the inmate's chances of staying free of crime and of holding a steady job if he were released today. From the list on the S.E. select the letter that best describes your opinion. Enter each letter in the box provided for it.

15 Reason for Termination: From the list on the S.E. select the explanation for the inmate's termination from your activity. Enter the number for this explanation in the box provided for it.

16 Supervisor's Comments: List progress, problems and recommendations for additional placement as required.

SUPERVISOR'S EVALUATION (SE)
1-3

To: William Frank ①
Case Manager

② Inmate Number: F 1 0 1 0 1 0 (4 5 6 7 8 9 10 11)

Inmate Name (12-14) ③: Ivey, Joseph D (Last, Jr. First Middle)

Institution: Hard Rock ④

Institution Code ⑤: 0 0 7 (15 16 17)

⑥ Banks Fred C.
Supervisor Name (Last, First, Middle) (18-20)

Supervisor Soc. Sec. #: 240-40-4331 (21-29) ⑦

Activity Name: Adult Basic Ed. ⑧

Activity Code ⑨: ☐☐☐☐ (30 31 32 33)

Occasion for Evaluation ⑩: A (34)
A–Quarterly
B–Termination
C–Special Request

⑪ Date of Evaluation: Month 04 (35-36) | Day 02 (37-38) | Year 77 (39-40)

I Have Supervised This Inmate for 0 0 3 (41 42 43) Months ⑫

Overall Rating of Inmate's Performance (1 to 10)
Unsatisfactory 1 2 3 | Satisfactory 4 5 6 7 | Excellent 8 9 10 ⑬ 0 5 (44 45)

Based on my experience with this inmate, I believe that if he/she were released today, his/her chance of staying free of crime would be C (46)
A-Very Good
B-Good
C-Fair
D-Poor
F-Very Poor

⑭

Based on my experience with this inmate, I believe that if he/she were released today, his/her chance of holding a steady job would be B (47)
A-Very Good
B-Good
C-Fair
D-Poor
F-Very Poor

REASON FOR TERMINATION

1. Transfer
2. Release
3. Successful Completion
4. No Fault-Exit
5. Unsatisfactory Performance
6. Reassignment
7. Escape
8. Death
9. Other ______ Specify

⑮ ☐ (48)

Comments

Progress: Ivey has completed only 1 unit of instruction in the basic math course. He appears to be interested in progressing and puts forth sufficient effort.

⑯

Problems: Inmate [illegible] has difficulty reading but is improving rapidly. He is averaging about 2 units per month.

Recommendations: Continue present instruction.

SUPERVISOR'S SIGNATURE: Frederick C. Banks

SECTION
4.9 E.T.S. Forms

SUBJECT

DISCIPLINARY REPORT KEY

1. Inmate number: enter the inmates number
2. Inmate name: last name first
3. Type of report: Disciplinary Report or P.E.R.
4. Charges: from Rules and Regulations Manual
5. Charge Codes (from E.T.S. Manual or Rules and Regulations): make sure proper codes are listed--use multiple codes as appropriate.
6. Date and time offense was observed:
7. Statement of facts (written as a behavioral description); requires staff members signature and title: list in concrete and specific terms the behaviors exhibited by this inmate which caused this report to be issued.
8. Date charges were served on inmate, title, and signature of officer.
9. Investigation of charges: this includes the type of infraction recommended (either major or minor), the signature of the investigating officer, his title and date.
10. Warden's decision regarding infraction disposition (major, minor, or court prosecution): the date, and the Warden's signature.
11. This section lists the inmates plea to each of the charges and the finding of the committee.
12. Summary of findings of the disciplinary committee: a complete listing of the disposition and verdict for each charge.
13. Disciplinary action recommended (in no case may a time-out, or disciplinary isolation with time-out exceed the maximum range for that infraction): The number of days in isolation is counted as automatic time. Therefore, a disciplinary time-out of 16 days and 14 days of isolation would be the maximum allowable for a 30 day time-out offense. Other disciplinary options such as probation, suspension, warning, privilege restrictions, or other disciplinary alternatives may be used.
14. Members of the disciplinary committee must sign here.
15. Warden's signature and date go here, along with any modifications of the disciplinary action. The Warden may reduce but not increase the penalty for the infraction. This completes the institutional portion of the disciplinary report.
16. This section is completed in the central office. It should not be completed by the institution.
17. Please don't forget to list institutional code and name.

PERFORMANCE/DISCIPLINARY REPORT

E01
(1-3)

Ga. Training and Development Center (505) ⑰
Institution

I. IDENTIFICATION

A. EF- 100,088 ① Inmate's Number (4-11) | Goodwin Inmate's Name: Last (12-14) | ② Herschel First | T. M.I.

II. TYPE REPORT – PERFORMANCE EXCEPTION REPORT ③ ☐ (0) (50)
DISCIPLINARY REPORT ☒ (1)

A. Charge(s) Damage to state property ④

⑤ Charge Code(s) 1) COB (38-41) | 2) (42-45) | 3) (46-49) | 11 Mo. | 09 Day | 76 Yr. | 0900 Time ⑥

B. Reporting Officer's Statement of Facts: As I walked down to the counseling area, I observed Inmate ⑦ Goodwin screaming and hitting his counselor's door with his fist.

⑧ Lanell Harper Signature — C.O.I. Title

C. Above charges served on accused 11 Mo. | 09 Day | 7 Yr. | 1100 Time — Casey Jones Signature of Officer — Corr. Sgt.

III. SUPERVISOR'S INVESTIGATION AND TYPE OF INFRACTION RECOMMENDED

A. Summary of Findings Upon talking with the inmate and checking the damage (two holes in the ⑨ door), it seems that the above charge is accurate and merits a major disc. report.

Major (X) Minor ( ) Gene Parker Signature — Corr. Lt. Title — 11/10/76 Date

IV. WARDEN'S DECISION AND REFERRAL FOR DISPOSITION AS:

⑩ Major report (X) Minor report ( ) Prosecution in local court ( )

Byron R. McEachern Signature — 11/11/76 Date

V. DISPOSITION OF CHARGES BY DISCIPLINARY COMMITTEE:

A. Guilty Plea ⑪ Guilty Finding — 11 Mo | 12 Day | 76 Yr.

B. Summary of findings: Inmate Goodwin admitted to the above charge ⑫

C. Action recommended: 7 days isolation plus an additional 13 days time out which makes a ⑬ 20 day time out

Loss of Good Time (Days) ( ) Forfeiture of Earned Time (Days) ( )
Time Out Period (Days) (13) Isolation (Days) 7 (51-52)

Billy J. Ledford Member | Billy Franks Member ⑭ | W.P. Connor Chairman Signature

VI. WARDEN'S REVIEW OF DISCIPLINARY COMMITTEE ACTION: (✓) Approved ( ) Modified
(Explain)

⑮ Byron R McEachern Signature — 11/13/76 Date

VII. COMMISSIONER'S APPROVAL

By: T A [illegible] ⑯ Signature — 11/20/76 Date

CENTRAL OFFICE USE

		DAYS or	CIRCLE ONE
[ ]	(501) Time Out	D	R
[ ]	(601) Forfeiture of Earned Time	D	A or B
[ ]	(301) Good Time Loss	D	A
[ ]	(701) No Time Affect		

Inst. | Effective Date: Month Day Year
(15-17) (22-24) (25-31) (32-37) (33)

INSTRUCTIONS: MAJOR REPORT–SUBM
COPIES 1 through 4 to Commissioner, St
Board of Corrections.

Copy 1:	Board of Corrections	Canary
Copy 2:	Pardon and Parole Board	Green
Copy 3:	Warden (To be returned)	Goldenr
Copy 4:	Inmate (To be returned)	Blue
Copy 5:	Institution File	Pink
Copy 6:	Inmate	White

MINOR REPORT: Inmate and Institution Fil
Only. (Do not send to Board of Corrections)

DCOR50-011 (7/

SECTION
4.9.1 E.T.S. Forms

SUBJECT
CASE MANAGER CHECKLIST, QUARTERLY SUMMARY, PERFORMANCE RECORDS

Each counselor or case manager should maintain an ongoing case manager checklist in each inmate's file. By following the functions listed on the checklist, it will assure that each file is updated, reviewed, and that all necessary case management functions are completed.

The Performance Recording Sheets and Quarterly Summaries should be used continually to monitor staff contacts and treatment/program progress. Generally, things such as Performance Exception Reports, Disciplinary Reports, Plan revisions, special recognition, family problems and information, staff observations, grievances, medical and diagnostic updates, key correspondence, and similar information are appropriate. Additionally, treatment and work assignment progress should be summarized on a periodic basis.

For a detailed listing of case manager functions, please refer to the appropriate sections on the Case Manager Checklist. Sample Checklist, Performance Record, and Quarterly Review are included.

CASE MANAGER CHECKLIST

INMATE NUMBER: EF 101010　**ARRIVAL DATE:** 12/31/76

INMATE NAME: IVEY, Joseph D.　**CASE MANAGER:** William FRANK

INSTITUTION: HARD ROCK C.I.

Instructions: The case manager receives this checklist with the inmate's name, etc., entered at the top as a notice of case assignment. The case manager then retains this checklist throughout the extended assessment recording completion dates under this category, after which it is placed in the Performance file for reference. Further instructions appear in the E.T.S. procedures manual.

EXTENDED ASSESSMENT

(date)

12/31/76 1. Case manager assigned.

1/7/77 2. Review inmate's file for management assessment, descriptive data and other information -- check for missing or incomplete data.

1/7/77 3. Interview inmate, review basic intake data with inmate adding inmate's valid input, explain E.T.S. in detail.

1/7/77 4. Prepare the Performance Recording Sheet (042) in the inmate's file and complete a Request to Participate Form (007) if required.

1-15-77 5. Arrange appointments with inmate and other staff members, as necessary.

2/1/77 6. Request a Supervisor's Evaluation (027) on the inmate from activity supervisors as appropriate for extended assessment, (within 30 - 60 days).

2/6/77 7. Compile all extended assessment data, including any additional testing, staff evaluations, significant correspondence and inmate interview.

2-30-77 8. Complete draft copy of Performance Assessment Sheet (021), (30 - 60 days after arrival).

3-1-77 9. Prepare draft copy of Performance Plan (023), review and incorporate parole consideration factors wherever possible, and including the following:

- Obtain needs/objectives from the drafted assessment sheet.
- Identify activities/services; document lacking services or inmate refusal.
- Review Performance Activity Description (029) in developing requirements.
- Record dates and obtain necessary signatures.

3-9-77 10. Present the drafted assessment and plan to the Classification Committee for approval.

N/A 11. Make Classification Committee revisions for assessment and plan, if necessary.

3/5/77 12. Formalize approved Performance Assessment Sheet (021) and send copy to Offender Administration.

PERFORMANCE RECORDING

1. Maintain the approved Performance Plan (023) in the inmate's Performance file -- to be revised as necessary.

2. Maintain and update the Performance Recording Sheet (042) in the inmate's Performance file at least monthly and as significant events occur. Entries may be brief notes of the following:

   - Performance Exception Reports (019) noting dispositions.
   - Disciplinary Reports (011) noting dispositions.

- Performance Plan (023) revisions and reasons for revisions (i.e., no-fault exit, completion, parole denial, etc.)
- Offender awards or special recognitions other than through rated activities.
- Family problems or considerations (death, divorce, special needs, etc.).
- Information from key letters (writs, detainers, leaves, Parole Board correspondence, etc.).
- New or on-going assessment data such as special testing or evaluations and any recommended disposition of data.
- Significant staff observations of behavior and adjustment problems other than rated activity documentation or formal disciplinary action.
- Inmate grievances and dispositions.
- Major medical information.
- Other agency referrals.

REVIEW OF PERFORMANCE PLANS

1. Review Performance Plan (023) and utilize Supervisor's Evaluations (027) in completing Quarterly Review Summaries (024) for each quarter throughout inmate's confinement utilizing the following report periods:
    - July 1 through September 30
    - October 1 through December 30
    - January 1 through March 31
    - April 1 through June 30
2. Interview inmate and discuss progress noted in Quarterly Review Summaries (024), maintaining all copies in inmate's Performance file.

PAROLE REQUESTS

1. With each Parole Board request for information complete a Parole Review Summary (036) enclosing copies of all new Performance Plans (023) and Quarterly Review Summaries (024) to be submitted to Offender Administration.

TRANSFER, PRE-RELEASE OR RELEASE

1. Make appropriate recommendations and summaries on the Performance Recording Sheet (042) upon transfer or release. Make sure that all Performance file components are properly transferred.
2. Interview inmate three months prior to release, discuss release plans, and record known inmate plans on the Performance Recording Sheet (042):
    - Employment
    - Residence
    - Training/School
    - Agency Referral
    - Other
3. Upon release to Probation/Parole Unit or Community Facility, make appropriate recommendations and summaries on the Performance Recording Sheet (042) and see that the Performance file is forwarded appropriately.

PERFORMANCE RECORDING SHEET

INMATE NAME: Ivey, Joseph D. INMATE NUMBER EF-101010

DATE	INFORMATION	STAFF SIGNATURES
9-15-76	Initial interview	
9-16-76	Completed vocational testing	
10-1-76	Medical testing completed	
10-15-76	Conducted final interview - inmate classified "Habitual". Inmate	
	agreed to "Participate". Submitted verification of conviction	
	information. Inmate claims 1 offense overturned.	
10-31-76	Inmate Assessment approved by Classification Committee	
11-5-76	Case Manager Assigned	
11-7-76	Interview inmate and review diagnostic data	

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DCOR80-042(7/76)

QUARTERLY REVIEW SUMMARY

INSTITUTION NAME	Hard Rock C.I.	INMATE NAME	Ivey, Joseph D.
INSTITUTION NUMBER	007	INMATE NUMBER	EF101010
PERFORMANCE PERIOD	First Start Date To:	CASE MGR. NAME	
TOTAL NUMBER OF PERFORMANCE QUARTERS SUMMARIZED	From Quarter Num. To Quarter Num.	LAST QUARTER SUBMITTED FOR PAROLE REVIEW	

	PERFORMANCE QUARTER NUMBER 1 Date From 1-15-77 To 3-31-77	PERFORMANCE QUARTER NUMBER 2 Date From 4-1-77 To 6-30-77
(1) WORK	Ivey continues to work on the Construction detail. His Supervisor considers his performance to be unsatisfactory. He has earned 2 monthly E's during his period of time and is pending transfer.	
(2) VOCATIONAL	OJT carpentry training--Construction Detail. Supervisor rates performance as being substandard. See above entry. Has not been able to master advanced power tools.	
(3) EDUCATION	Reading program: Ivey has fallen behind schedule in the number of books he is to read and earned one monthly U this quarter. Basic Math: Supervisor reports satisfactory performance. No monthly E's or U's. Progress could improve with increase of reading skills.	
(4) PROBLEM BEHAVIORS	Drug Group Counseling: Ivey has attended all scheduled meetings in the past quarter. Counselor reports satisfactory progress. Individual Counseling: Ivey attends one 30 minute session per week and has made satisfactory progress according to his counselor. Security reduced to medium due to satisfactory adjustment. No disciplinary reports this quarter.	

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Distribution: Copy 1 - Institution, Duplicated Copy - Submitted to Off. Adm. upon request.

DCOR80-024 (7/76)

	PERFORMANCE QUARTER NUMBER 1 **Date From** 1-15-77 **To** 3-31-77	**PERFORMANCE QUARTER NUMBER** 2 **Date From** 4-1-77 **To** 6-30-77
(5) LEISURES	Ivey participates in several recreational activities including softball and weights. He spends additional free time in the dormitory or at study.	
(6) PRE RELEASE	Ivey contacted his mother last month and she is willing to allow him to live with her upon his release. No progress in establishing job plans.	
(7) MEDICAL	Psychiatric evaluation and treatment still not available.	
(8) OTHER	No needs identified in this area.	
	INMATE: **DATE:** **C. M.:** **DATE:**	**INMATE:** **DATE:** **C. M.:** **DATE:**

DCOR50-034 (7/76)

SECTION
4.9.2 E.T.S. Forms

SUBJECT
PAROLE INFORMATION SHEET, REVIEW SUMMARY

Four months prior to the time an inmate comes up for Parole, the Board of Pardons and Paroles will send out a request for information. This request will be the institution's notification that the inmate's file should be assembled to include all Quarterly Summaries and a Parole Review Summary. The File should then be sent to the Offender Administration Division which will forward the file to the Board of Pardons and Paroles.

The Parole Review Summary is the last form completed on an inmate. It should be filled out as follows:

1. List Institution Name: Print the name of the institution
2. Inmate Name:list the inmate's name last name first, first name, middle initial
3. Summary Number: If this is the first parole consideration, place a one (1) here. If the consideration is the second (2), place a two there.
4. Date and Inmate Number: list the date for parole consideration and the inmate's current institutional number.
5. Performance Quarter:list the Performance Quarter during which the summary is completed and the dates the quarterly summaries encompass (e.g., from Janaury 1, 1976 to June 30, 1979).
6. Disciplinary Dispositions: list all disciplinary dispositions including dates of offenses, charges, and case resolution.
7. Major Plan Revisions: list all plan revisions due to unsatisfactory performance, transfers, or parole denials.
8. Case Manager's Comments: This should be a short summary of the case manager's performance observations, staff comments and supervisor's evaluations, adjustment progress, and overall performance as observed during his period of incarceration.
9. Warden's Comments: these should be listed as appropriate by the Superintendent and amplify or provide additional information useful to the Parole Board.

Be sure that the case manager and Warden both sign and date this summary. DO NOT COMPLETE THE PAROLE DEFICIENCY BLOCKS ON THE BOTTOM OF THE PAGE. This is accomplished by the Central Office through the Offender Administration Division.

STATE BOARD OF PARDONS AND PAROLES

800 Peachtree St., N.E., Atlanta, Ga. 30308
(404) 894-5537

Date Sent: MO 0 7 - DAY 2 9 - YEAR 7 8

From: Parole Support Unit

To: Hard Rock C.I. — Institution Code 0 - 0 - 7

The inmates listed below are scheduled for parole consideration in 1 1 (Month) - 7 8 (Year)

The Quarterly Reviews and Parole Summary are needed for each name listed.

A Personal History Statement (CBS-1 Parole) is needed from the Parole Supervisor on each inmate with an asterisk (*) by his or her name. (3 copies)

NAME	NUMBER	RACE SEX	DATE RECEIVED	DATE SENT	(*)
Ivey, Joseph D.	EF-101010	W/M			

Distribution: Copy 1 - Offender Rehab, Copy 2 - Institution
Copy 3 - Parole Support, Copy 4 - Parole Investigator

DCOR80-040(7/78)

PAROLE REVIEW SUMMARY

INSTITUTION NAME Hard Rock C.I. ①

INMATE NAME Ivey, Joseph D. ②

SUMMARY NUMBER 1 ③

PAROLE CONSIDERATION DATE November 1978

④ INMATE NUMBER EF-101010

⑤ PERFORMANCE FOR QUARTER 8 FROM: 1-15-76 TO: 7-31-78

DISCIPLINARY REPORTS/DISPOSITIONS:

2-5-77 Possession of Contraband--60 days time-out

⑥ 8-23-77 Failure to Perform-- 30 days time out

12-24-77 Gambling--30 days time out, loss of institutional privileges

MAJOR PLAN REVISIONS DUE TO EXCELLENT OR UNSATISFACTORY PERFORMANCE, TRANSFER OR PAROLE DENIAL:

⑦ 5-4-77 Plan revision--inmate removed from reading program--unable to perform.
Re-assigned to Adult Basic Education reading course.

CASE MANAGER'S COMMENTS: (Comment on inmate's institutional adjustment, staff/peer relationships and summarize overall performance for all quarters since last summary)

⑧ Inmate's institutional adjustment was satisfactory until the time of the first Disciplinary report mentioned above. Since that time his performance in work and vocational activities has shown a marked decline. He appears to have lost interest in his counseling activities and has begun to associate with some of the hard-core inmates. Ivey denies any responsibility for his decline in performance and projects the blame for this onto his associates.

William Frank
Signature:

7-31-78
Date:

WARDEN'S COMMENTS/OBSERVATIONS:

⑨ Ivey has the capability of being a positive influence on other inmates in this institution but of late has become an instigator of disruptive activities.

Casey Jones
Signature:

7-31-78
Date:

DEFICIENCY REPORT: This inmate is considered deficient and the Department Corrections/Offender Rehabilitation recommends that he not be released at this time for the following reasons:

It is projected that this deficiency report will be satisfied on.

Date

Signature

PROCEDURES MANUAL

EARNED TIME SYSTEM

SECTION
5.0

SUBJECT
E.T.S. Processing Procedures

5.1 INTAKE

All inmates entering the Georgia Penal System will be processed at the Georgia Diagnostic and Classification Center (G.D.C.C.) or the Georgia Women's Correctional Institute (G.W.C.I.) Inmates who will be processed at Georgia Industrial Institute (G.I.I.) will be routed initially through the Diagnostic Center at Jackson, Ga.

When an inmate arrives at the diagnostic unit he will undergo the same basic intake procedures as exist currently with two exceptions:
(1) fingerprinting and (2) records administration.

5.1.1 FINGERPRINTING: When available on inmate records, the State Identification Number (SID) and the Federal Bureau of Investigation Number (FBI) will be transferred onto the fingerprint card in the block provided.

5.1.2 RECORDS ADMINISTRATION: All intake documents and information on inmates who will eventually be transferred to Georgia Industrial Institute will be filed in a special folder that will be provided by G.I.I. These inmates can be identified by the phrase "eventual assignment G.I.I." located on the bottom portion of the transfer order. After records are placed in this special folder, regular processing procedures will be followed. After the intake process is complete, the inmate will undergo orientation.

5.2 ORIENTATION

The orientation process will now include a special introduction to the Earned Time System in order to familiarize inmates with its basic concepts and structure. Audio-visual materials, written regulations in an inmate "handbook", and an ETS "comic book" will explain the workings of the program. Staff members assigned to conduct ETS Training Sessions will be responsible for answering general questions about the program; all staff should be prepared to answer specific questions about individual inmates as related to the ETS. A sample guideline for orientation sessions is enclosed.

5.3 MEDICAL PROCESSING

Medical processing will remain essentially the same. However, care must be taken to ensure that inmates destined for G.I.I. have a completed medical profile within four weeks after their arrival at G.D.C.C.

5.4 INITIAL INTERVIEW

There are three basic changes that involve the initial interview:

1. If the inmate does not have a social security card, the interviewer will assist him in completing the social security application. For those inmates destined for G.I.I., the return address for G.I.I. will be used on the application.
2. The interviewer will briefly review the Earned Time System with the inmate and answer any questions. This requires the interviewer to be well versed on the ETS and its implications to the inmate.
3. The interviewer will initiate a Performance Recording Sheet (currently called Progressive Record) by recording the inmate's name and serial number. This form will record cell house contacts and significant occurences other than items included in the diagnostic workup. The Performance Recording Sheet will be included in the inmate's file which will be forwarded to his permanent institution.

5.5 PSYCHOLOGICAL TESTING

The procedures for Psychological Testing will not change. If test results indicate that an inmate has possible psychotic or suicidal tendencies, he must be evaluated by an appropriate staff member.

5.6 SPECIAL PROCEDURES FOR G.I.I. INMATES

This completes all processing for inmates destined for G.I.I. Prior to the inmate's transfer, the classification analyst must ensure that the inmate's folder contains the following items:

- Face Sheet (typed)
- Physical/Profile
- Background Sheet
- Psychological Test "Printout"
- Crisis Referrals
- Visiting List

If the following items are not included in an inmate's file at the time of his transfer to G.I.I., they should be forwarded to G.I.I. when they arrive at G.D.C.C.:

- F.B.I. Transcripts
- Family Letter
- Felony Record Sheet

G.I.I. will follow special procedures already worked out after this point.

5.7 VOCATIONAL TESTING

Vocational testing will take place at G.W.C.I., G.D.C.C. and G.I.I. The Earned Time System will not affect either its form or content.

5.8 LABOR INTERVIEW

The Department of Labor will continue to cover the same content and report in the same format as is presently the case.

5.9 FINAL INTERVIEW

5.9.1 Determining Felony Convictions for ETS Classification

A. Requirements of Earned Time Law

1. The Earned Time Law charges the Department to "differentiate between habitual offenders for the purpose of awarding earned time".

2. The Law defines habitual offender as an inmate "having three or more felony convictions".

B. Definition of Terms

1. Felony:

   a. Any sentence given in the State of Georgia which is stated in a number of years and is classified as a felony in the Georgia Criminal Code.

   b. Any sentence given by the Federal authorities of one year and one day longer, regardless of how it is expressed (i.e., in months or years) and is classified as a felony in the Federal Code.

   c. Any sentence given in another state for an offense which would have been a felony in the State of Georgia.

2. Conviction:

   a. All dispositions which result in probation, suspended sentence, fine and/or imprisonment.

   b. A completed probation under the Georgia First Offender Act is not a conviction (if it is revoked, however, it is counted as a conviction). A juvenile disposition which is not tried by a state court is also not a conviction.

   c. Charges consolidated for trial and/or on the same bill of indictment are one felony conviction for the purpose of earned time computations.

C. Source Documents in Determining "Felony Convictions"

1. F.B.I. Transcript: Entries on this document are based on fingerprints contributed by source agencies (if entry is not based on fingerprints, it will be noted by an asterisk (*) on the transcript and cannot be viewed as a valid entry for the purpose of determining felony convictions). Transcripts are in two basic formats (see attached example copies) each having columns indicating: (1) contributing agency, (2) name and number of person agency is contributing prints on, (3) date prints are taken, i.e., date of arrest or arrival, (4) charge, and (5) disposition.

   a. A conviction will be indicated in the disposition column, and only in this column. If there is no entry in this column, there is no conviction.

   b. Reading the F.B.I. transcript should be accomplished as follows:

      (1) Starting with the first entry, read down the page until an entry in the disposition column is found.

      (2) Determine, using previously defined rules, whether the disposition is a "felony conviction".

      (3) If it is a felony conviction, mark it #1 and examine other entries below it to see if the same conviction is again listed. If so, draw a circle around these "related entries".

      Some entries may be grouped together and considered as one entry based upon the following factors:

         a. Offense - same or related

b. Jurisdiction - different agencies submit data for same offense.

c. Sentence Length - same sentence for seemingly different offenses may indicate separate dispositions.

d. General Time Period - usually indicates whether several entries refer to the same offense.

e. Mode of Serving - prison sentence, probation, suspended sentences may indicate separate dispositions.

(4) If it is not a felony conviction, do not count it and continue the process.

(5) The process of finding dispositions which are felony convictions and grouping related entries must be continued until the entire F.B.I. transcript has been covered.

(6) Once completed the number of felony convictions should be totaled and added to the number of felony convictions indicated on the "Inmate Record Sheet".

2. Inmate Record Sheet. This document is produced by Offender Administration and reflects current sentencing data. Felony convictions (as previously defined) must also be determined from this form. Caution must be taken, however, to insure entries on this form are not the same convictions as the last entry on the F.B.I. transcript and are not counted twice. This form contains four columns all of which must be used to determine felony convictions.

a. Court: This is the jurisdiction which gave the sentence. If more than one court is listed then more than one felony conviction has occured (if the sentence is in fact a felony sentence). If only one court is listed, it is still possible however, for more than one felony conviction to be present. In this case the next column must be examined.

b. Date: This is the date of the conviction. If only one court is indicated but two dates are present (which result in felony sentences), then two felony convictions are present, as they were not consolidated for trial and on different indictments.

c. Crime: This is the crime(s) for which the offender is incarcerated. Several crimes can be noted, but if there is only one court and date entry there is only one felony conviction separate court and/or date entries will result in separate crime entries.

d. Sentence: This is the sentence(s) for the crime(s) listed in the previous column. Several sentence (both consecutive and concurrent) can be noted in this column but if only one court and date entry is present, it counts as only one felony conviction. Separate court and/or date entries will also result in separate sentence (either consecutive or concurrent) entries.

D. Recording of Findings:

1. Statement of Participation: Once felony convictions have been determined from the F.B.I. transcript and the inmate record sheet, they should be added and entered in the "Number of Felony Convictions" block of the Earned Time System Request to Participate form (DCOR 50-007 7/76).

2. The offender must be made aware of these findings in order to "Request for Conviction Verification" on any felony conviction which (1) is the controlling conviction in placing the inmate in a habitual status and (2) he/she states the conviction is not a felony or has been overturned by the court.

After the inmate is classified, he must consent or refuse to participate in the Earned Time System.

5.9.2

REQUEST TO PARTICIPATE: If the inmate wished to participate in the Earned Time System, he must sign a Request to Participate form which is completed as outlined in Section 4.1 of this manual.

Place the completed form in the inmate's file and process in the same manner as all other diagnostic material.

If the offender refuses to sign the "Request to Participate" because of a claim of erroneous conviction entry placing him in a habitual classification, explain the verification process and the awarding of time retroactively, if the conviction is found to be null. If he/she still refuses, explain the implications of initial non-participation. If he/she still refuses, complete a non-participation form and process as indicated in Section 5.9.3. The offender does not have to sign the form.

5.9.3

STATEMENT OF NON-PARTICIPATION: If the inmate does not wish to participate in the Earned Time System, the interviewer must explain all the implications of refusal to the inmate. They are as follows:

1. An inmate will not receive earned time credit for jail time.
2. An inmate will not be able to earn time off his sentence.
3. An inmate will not be able to earn institutional or statewide privileges.
4. An inmate may not change his decision whenever he desires. If he does not request to participate in the ETS within 6 months of his initial decision, he will only be allowed to do so annually from that date. Also, any decision to participate after diagnostic intake will render him ineligible for earned time credit for his jail time and time spent at the institution up until that point.

If the inmate still refuses to participate, he will, with the assistance of the interviewer, complete the ETS Statement of Non-Participation. (See Section 4.2 for detailed instructions on filling out this form.)

The interviewer places the form in the inmate's folder and notifies the Classification Committee that the inmate has refused to state a desire to participate. The Classification Committee meets and reviews the non-participation decision with the inmate, making sure that the inmate understands the impact of his decision. This procedure is particularly important if the inmate has refused to sign the Statement of Non-Participation. The inmate's signature is not necessary, provided that the Classification Committee certifies that they have discussed the impact on non-participation with the inmate and he appears to understand the consequences of his action.

If the Classification Committee agrees that the inmate realizes the consequences of his action and should be placed in a non-earning status, they complete the form as indicated on the form. The Classification Committee is the only body that may approve non-participation, either voluntarily or by default on the part of inmates.

If the inmate has not changed his mind, the interviewer includes the completed refusal form in the diagnostic material sent to Offender Administration.

If the inmate does change his mind and decides to participate in the Earned Time System, the Classification Committee initiates and completes a new ETS Request to Participate form, and the chairman of the Classification Committee signs the form. The form is then completed and processed as indicated in Section 4.1 of this manual.

5.10 FINAL INSTITUTIONAL ASSIGNMENT

The process for institutional assignment will remain the same. Diagnostic material will be submitted to Offender Administration which will, in turn, make the institutional assignment and submit the transfer order to the Diagnostic Center. After the Diagnostic Center receives the transfer order, the inmate will be sent to his permanent institution.

5.11 INITIAL ADMINISTRATIVE PROCEDURES

An Earned Time inmate will be assigned to a Case Manager no later than five days after his arrival at a permanent institution. The procedure for assigning may vary among institutions. A master log will be maintained at each institution indicating Case Manager/inmate assignments.

The entire assessment period will last no less than 30 nor more than 60 days. Since this period begins the day the inmate is assigned to you, it will be necessary to begin the assessment procedures as soon as possible.

When an inmate arrives at your institution, his official file will accompany him. When you are assigned a case, verify that the inmate's folder contains the following data:

Management Assessment
a. Earning classification
b. Security
c. Status of ETS participation
d. Institution: type recommended/specifically requested
e. Assignment
f. Detainers

Descriptive Data
a. Work
b. Vocational
c. Educational
d. Behavioral
e. Leisure (eg. recreation, religion, Jaycees, etc.)
f. Release potential
g. Medical
h. Individual information (i.e., family, personal)

Other information routinely present in files
a. F.B.I. arrest record
b. Indictment - sentence
c. Special reports (i.e., psychological, interviews)
d. Legal and criminal justice data

e. Pre-sentence investigation data (in some cases)
f. Performance Recording Sheet

If any of the above material is missing, or if you have any questions about the data included, contact the processing diagnostic center.

The inmate's file will also contain a Case Manager Checklist delineating all required Case Manager functions with information on fulfilling each of them. As you complete each step of the Extended Assessment, note the date of completion next to each item.

5.12 INITIAL INMATE INTERVIEW

Each Case Manager will conduct an individual interview to consider the inmate's self-assessment and to make sure that the inmate understands the Earned Time System procedures.

During the interview, the Case Manager will:

1. Explain Earned Time System requirements. Although the general orientation at the diagnostic center should have answered most of the inmate's questions, any additional problems or questions will be answered at this point, and the Earned Time System requirements will be reviewed as necessary. (This may be accomplished in small groups at larger institutions.)

2. Review intake information from the diagnostic center with the inmate and give him an opportunity to confirm or rebut any of the data. Note possible discrepancies in order to determine their validity during the Extended Assessment. Take care not to reveal any potentially harmful information to the inmate (i.e., test scores, psychological labels, and confidential personal or family information.)

3. Discuss with the inmate those needs identified at the diagnostic center and listed on the Intake portion of the Assessment Sheet. Confirm these needs in combination with the inmate's self-assessment.

5.13 EXTENDED ASSESSMENT

Extended Assessment begins when the inmate is received at his "permanent" institution and lasts no less than 30 days and no more than 60 days from the time of arrival. The purposes of extended assessment are: (1) to verify intake data established during the diagnostic process; (2) to further define individual inmate needs through compilation of additional resource data; (3) to develop methodology for meeting the needs of the inmate as well as the needs of the institution.

The Case Manager will begin the Extended Assessment interview by determining the status of the inmate's participation in the Earned Time System.

If the inmate decided at the Diagnostic Center to refuse to participate in the ETS, the Case Manager will discuss this decision with him in detail and make sure that the inmate is aware of the implications of non-participation. (See Section 5.9.3). If the inmate still refuses to consent, the assessment process ends at this point and this interview is noted on the Performance Reporting Sheet.

If the inmate elects to participate at this time, the Case Manager will complete a "Request to Participate" form according to the instructions in Section 4.1 of this manual, and will immediately forward it to Offender Administration.

When appropriate, the Case Manager will make appointments for the inmate with other staff to determine which programs the inmate should participate in, to verify Extended Assessment data, and to involve other program staff in developing the inmate's Performance Plan. The program staff will provide the Case Manager with any pertinent feedback based on these interviews, and the Case Manager will note these comments on the Performance Recording Sheet.

The Case Manager may also request a Supervisor's Evaluation as a result of "work try-outs" or "program try-outs" from the staff member who has been supervising the inmates assignment. He will consider these comments when completing the Extended Assessment section of the Performance Assessment Sheet.

The Case Manager will compile all relevant data and information, such as correspondence, test information, and interview results, and use it to assess the inmate in each of the eight areas. He will then record the final assessment data on the Performance Assessment Sheet as indicated in Section 4.3 of this manual. He will forward the Performance Assessment Sheet to the Classification Committee for their approval at the same time that he forwards the inmate's Performance Plan.

5.14 PERFORMANCE PLAN

The inmate's Performance Plan specifically identifies to the staff and to the inmate, the inmate's needs and objectives and the service activities required for meeting those needs. It also succinctly defines the participation requirements. The Performance Plan also provides documentation to the Parole Board regarding the inmate's performance.

The Case Manager will complete the Performance Plan, as outlined in Section 4.4 of this manual, within 60 days after the inmate's arrival at his institution. In developing the Performance Plan, the Case Manager will draw on the Extended Assessment section of the Performance Assessment Sheet. He will review the Plan with the inmate, consider any input the inmate might make, and revise the Plan if necessary.

The Case Manager will then send the Performance Plan and Extended Assessment to the Classification Committee for approval. If the Plan is not approved, the Case Manager will revise it in light of the Committee's recommendations, and consult the inmate again before referring the Plan back to the Classification Committee.

After the Plan is approved, either initially or later, the Case Manager, the inmate, and a witness sign the finalized plan which is then placed in the inmate's file and retained until revisions are necessary.

5.15 PERFORMANCE PLAN REVISIONS

If any of the following situations occur the Case Manager will revise the Performance Plan:

1. It is determined that the inmate is not capable of performing satisfactorily in a specifically assigned activity;
2. Present assessment data changes or is invalidated by new assessment data;
3. Parole is denied and consequent reasons need to be incorporated into the Plan;
4. Termination of an activity for other reasons including approved inmate requests;
5. Inmate is transferred to an institution where activities or services exist to meet his needs.

The Case Manager will incorporate the new data into the existing Plan. He will indicate on the Quarterly Review Summary and on the Performance Recording Sheet the dates this new data is added and the reasons for revising the Plan. If there is insufficient room on the existing Plan, a new form may be used. In any case, the original Plan as well as all revisions will always be retained in the inmate's file.

When a Performance Plan is revised, the Case Manager will follow the same procedures followed in the development of the original Plan: the inmate, Case Manager and a witness sign the Plan and the Classification Committee approves the revision.

The Classification Committee at each institution will have the authority for final approval of the Performance Plan. If the Case Manager is not a counselor, he will have the counselor available as a resource person for the Extended Assessment and Plan development.

5.16 SUPERVISOR'S EVALUATION

Supervisors of a stable activity will complete a Supervisor's Evaluation (S.E.) on a quarterly basis for each inmate they supervise. In addition, they will complete an S.E. on all inmates who terminate programs; or in response to a special request from a counselor, Case Manager, or the Board of Pardons and Paroles.

Each supervisor will review his monthly Performance Exception Reports (P.E.R.'s) and written Performance Notices (P.N.'s) that did not result in a P.E.R. He will then write the S.E. as indicated in Section 4.8 of this manual.

The supervisor will forward the completed S.E. to the institutional coordinator or other designated institutional person. This S.E. will be retained in the inmate's file.

5.17 PERFORMANCE NOTICE

An inmate's performance will be evaluated on an exception basis as the behavior occurs. Exception refers to either excellent or unsatisfactory behavior: satisfactory daily performance is not reported on a Performance Notice.

The activity supervisor will issue a Performance Notice (P.N.) whenever an inmate exhibits excellent or unsatisfactory performance. The decision to issue an "excellent" or "unsatisfactory" P.N. will be based on the criteria defined in the Performance Activity Description (P.A.D.) Performance reports not based on those criteria will be disallowed by the Classification/Disciplinary Committee.

The supervisor will complete the P.N. as indicated in Section 4.6 of this manual.

He will then separate the yellow copy and give it to the inmate immediately. It is essential that the inmate receive his copy of the Performance Notice written on him. It is not necessary to maintain or turn in P.N.'s that are filled out incorrectly. If a supervisor does make a mistake on a P.N., he should write "VOID" across it and be sure that it is later destroyed.

For stable activities, the supervisor will retain his original of the P.N. for a determination at the end of the month regarding the Performance Exception Report. The supervisor will retain P.N.'s not resulting in a P.E.R. for use on the quarterly Supervisor's Evaluation.

For changing activities, the supervisor will forward his original of the P.N.'s to the Deputy Warden (or his designee) responsible for maintaining these P.N.'s.

5.18 PERFORMANCE EXCEPTION REPORTS

5.18.1

Initiation: For stable activities, each activity supervisor will review the daily Performance Notices (P.N.'s) at the end of each month. If the supervisor believes that the inmate's behavior warrants an "E" or a "U", he will fill out a monthly Performance Exception Report (P.E.R.), attach the supporting daily Performance Notices, and forward them to the Case Manager.

If, in the supervisor's opinion, no monthly "E" or "U" is warranted for an inmate, the supervisor will retain the daily P.N.'s, if any, and refer back to them when completing the quarterly Supervisor's Evaluation. If no P.E.R. is issued, an inmate's performance is considered satisfactory.

For changing activities, the Deputy Warden responsible for maintaining these records will review them at the end of each month. If the Deputy Warden, or his designee, believes an inmate's behavior warrants a monthly Performance Exception Report, he will cause such a report to be written. The inmate's P.N.'s for the month will be attached to the written P.E.R. and forward it all to the Case Manager.

If no report is warranted for changing activities, the Deputy Warden will send the P.N.'s for the month to the appropriate Case Managers for incorporation into the Performance Record.

5.18.2

Case Manager Processing: The Case Manager is responsible for assessing the performance documentation. He will verify that the indicated number of P.N.'s are complete, comprehensive, behavior specific, and will then attach them to each P.E.R. After assessing the Performance Exception Report he may consult with the Activity Supervisor in cases of any discrepancies. The Case Manager will process all P.E.R.'s submitted to him and may never, in any circumstances, declare a report to be null and void.

If an activity supervisor writes a P.E.R. that the Case Manager feels is not adequately documented, or is questionable in any manner, the Case Manager will write a recommendation indicating his reservations, problems, or recommendations, and forward it to the Classification Committee. The Classification Committee has three basic options: (1) They may uphold the P.E.R. as written by the activity supervisor and instruct the Case Manager to award the privilege to the inmate. (2) If they do not feel that the P.E.R. is warranted, they may over-rule it and declare it null and void. This information will then be distributed back to the activity supervisor or given to him during a hearing when the Classification Committee meets to discuss this particular P.E.R. (3) They may agree that the

P.E.R. is incomplete and may request additional documentation or clarification from the activity supervisor. The final disposition is made upon receipt of this information. Only the Warden may over-rule a Classification Committee decision.

5.18.3

"Unsatisfactory" Rating: If an "Unsatisfactory" P.E.R. is issued on an inmate, the Case Manager will review the supervisor's recommendation, accompanying documentations, and assessment material to decide if the inmate is capable of performing within that specific activity. If the Case Manager rules that the inmate is not capable of satisfactory performance because of mental, physical, or other limitations, he transmits his findings and the P.E.R. to the Classification Committee.

Should the Case Manager uphold the "Unsatisfactory" rating, then all performance documentation is processed through the appropriate due process mechanisms.

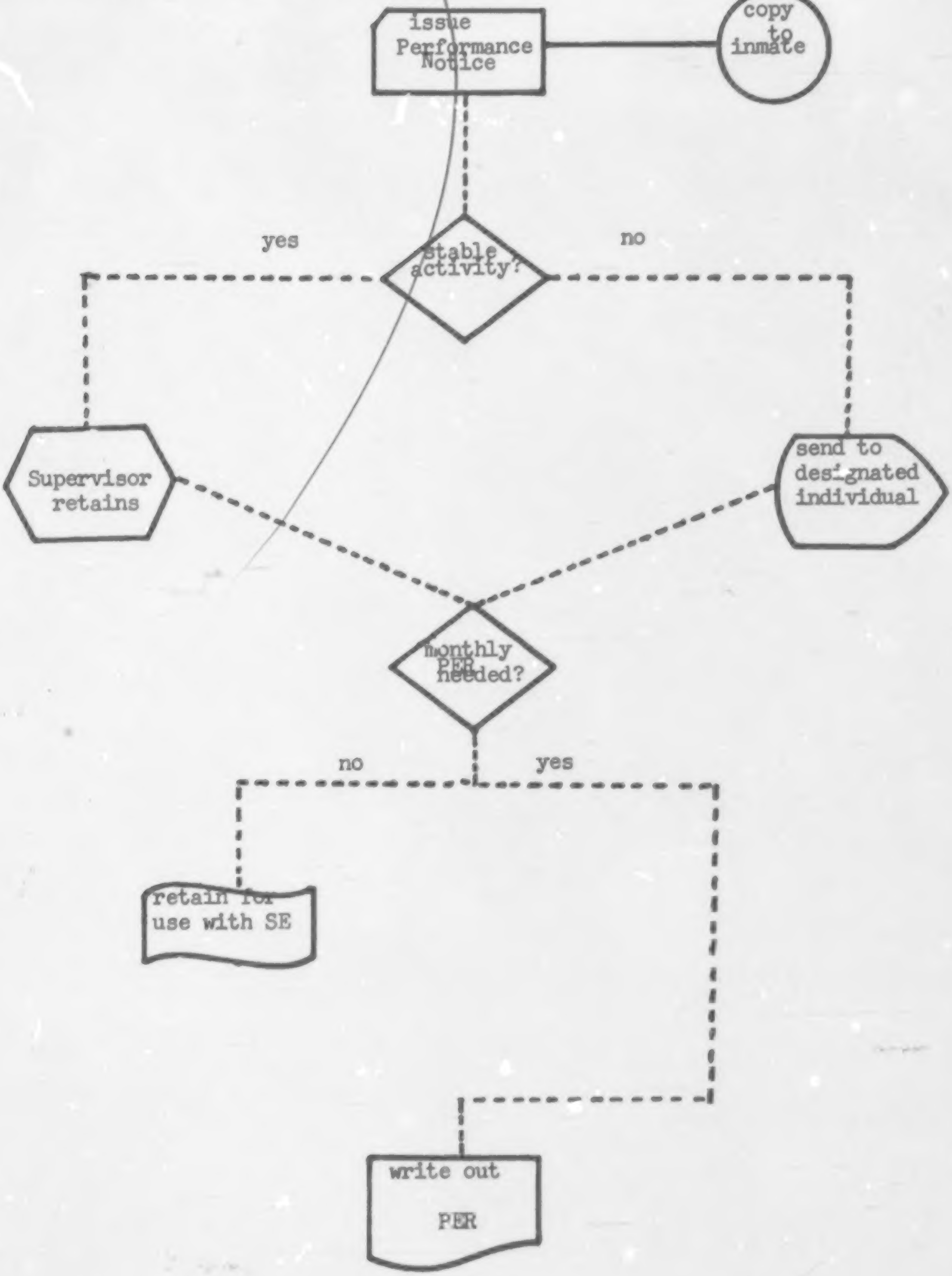
The Case Manager will meet with the inmate within five days to discuss the unsatisfactory P.E.R. After discussion the Case Manager will write his recommendations on the P.E.R. and forward the P.E.R. to the Classification Committee for the final disposition.

5.18.4

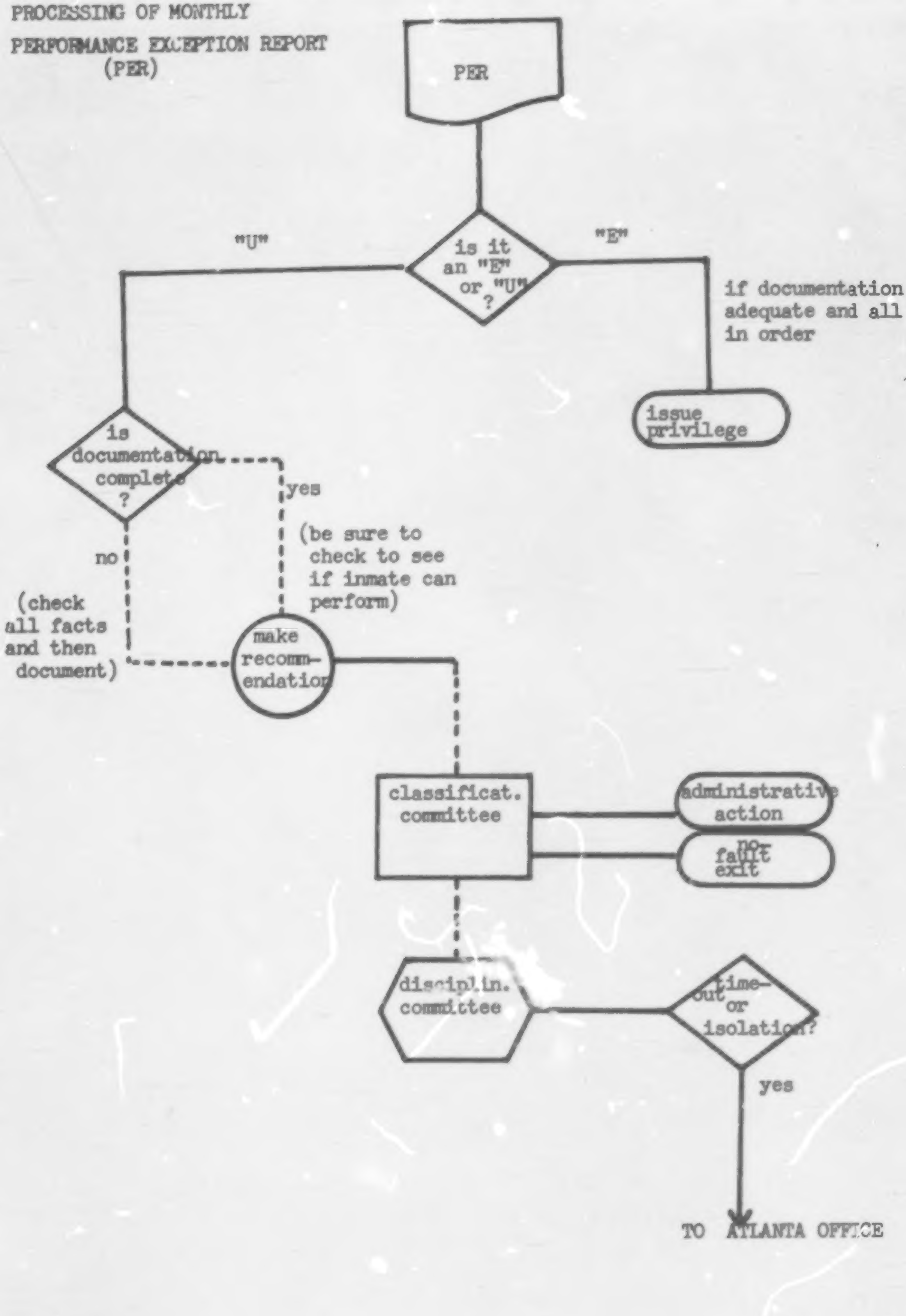
"Excellent" Rating: If an inmate receives an "Excellent" rating on a P.E.R., it is not necessary for the Case Manager to meet with him within five days. As long as the documentation is adequate, comprehensive, and behavioral in description, the Case Manager may process the "Excellent" report. He will meet with the inmate and offer the inmate a privilege from the list of approved institutional privileges. After the inmate chooses a specific privilege, the Case Manager will fill out a privilege slip dated and notarized for this specific inmate. The inmate must use the privilege before the expiration date, normally one month from the date of award.

When the inmate cashes in the privilege, it must be redeemed by any activity supervisor, officer, or correctional staff member who knows the inmate or can establish positive identification. The staff member who "monitors" this privilege will sign his initials and have the inmate sign his initials along with the date on which the privilege was taken. The staff member returns this slip to the Case Manager, who then documents on the performance record that the inmate did receive his privilege. The privilege slip may be retained in the institutional files.

FLOW OF PERFORMANCE NOTICES (PN) INTO MONTHLY PERFORMANCE EXCEPTION REPORT (PER)


issue Performance Notice
copy to inmate
yes
stable activity?
no
Supervisor retains
send to designated individual
monthly PER needed?
no
yes
retain for use with SE
write out PER

PROCESSING OF MONTHLY
PERFORMANCE EXCEPTION REPORT
(PER)


PER
is it an "E" or "U" ?
"U"
"E"
if documentation is adequate and all is in order
issue privilege
is documentation complete ?
yes
(be sure to check to see if inmate can perform)
no
(check all facts and then document)
make recommendation
classificat. committee
administrative action
no-fault exit
disciplin. committee
time-out or isolation?
yes
TO ATLANTA OFFICE

5.18.5

Classification Committee Processing: The Classification Committee is responsible for processing all unsatisfactory Performance Exception Reports. After the Case Manager has written his suggestions and the documentation is examined, they will make a decision regarding the disposition of the case. In arriving at this decision, the Classification Committee may call in the activity supervisor, the inmate, or both to clarify any questionable detail of an incident, or to discuss the specific facts in any situation. The Committee will then decide whether administrative action in necessary.

If the Classification Committee decides that no administrative action is necessary, they may, (1) declare the P.E.R. null and void; (2) recommend no action; or (3) defer a decision. If they defer a decision, they would agree to review the inmate's case after one month to determine if the inmate's performance has improved. In the case where the Case Manager has found the inmate to be incapable of satisfactory performance within a specific activity, the Classification Committee will authorize a "No-fault exit".

If the Classification Committee does recommend administrative action, they will take into account the activity supervisor's recommendation as well as that of the Case Manager. The administrative options open to the Classification Committee include academic probation, removal from an academic or treatment program, assignment to a new work detail, program, or other activity. The Classification Committee may wish to increase or decrease the inmate's security status, or make other recommendations affecting his incarceration. Only administrative options are open to the Classification Committee. For instance, they may not take disciplinary actions such as restriction of privileges, placement in time out, or assignment of extra work details. All administrative actions are subject to the final approval of the Warden.

If the CLassification Committee decides that the report justifies referral to the Disciplinary Committee, they will instruct that a disciplinary report be filled out based on the documentation in the supervisor's Performance Exception Report. The charge code for the disciplinary report will be failure to perform.

The officer who initiated the P.E.R. will sign the disciplinary report after it is filled out. The Disciplinary/Performance Report, the P.E.R., and all relevant Performance Notices will then be sent to the Disciplinary Committee. This information package will include the Case Manager's recommendation and the Classification Committee's referral notation.

5.18.6

Disciplinary Committee: The Disciplinary Committee retains all of its current procedures and processing mechanisms. It is desirable that different members serve on the Classification Committee from those on the Disciplinary Committee, although it is recognized that at some smaller institutions it may be necessary for some members to be on both committees. This is acceptable but should be minimized as much as possible.

The disciplinary process will not change much from procedures currently existent. The Performance Exception Report will be treated on the basis of the disciplinary charge code. The Disciplinary Committee will go through its due process channels, conduct a hearing, and in all ways ensure that the inmate is given a fair and just hearing. If, in the opinion of the Disciplinary Committee, the charge appears valid and disciplinary action is warranted, they will consider the recommendations of the activity supervisor as well as those of the Case Manager and determine an appropriate disciplinary action. The options available to the Disciplinary Committee will include all currently available disciplinary methods ranging from a warning, probation, disciplinary isolation, or time out. In no case may a time out exceed the range recommended for that particular offense.

After the disciplinary report is finalized, the Warden will review it and may modify it at this point. If the Warden signs the disciplinary report, it is sent to the Central Office in Atlanta for final review and approval prior to being entered on the computer. The Commissioner, or his designee, may modify the disciplinary recommendations.

5.18.7

Disciplinary Form: It is essential that no disciplinary report for an Earned Time inmate be completed on the old disciplinary form; only D-numbered inmates may be processed on the old disciplinary reports. The new Performance/Disciplinary Reports can accommodate both D-numbered, E-numbered, and all other special offender types. This report should be used for either a disciplinary infraction or for an infraction based on failure to perform.

CASE MANAGER FUNCTIONS

The Case Manager is the primary individual responsible for monitoring the progress of an inmate during his prison history. This includes documenting the inmate's general disciplinary conduct as well as his performance in various programs, work details, or other special activities.

The Case Manager is responsible for (1) completing the Extended Assessment portion of the assessment inventory with cooperation from the various activity supervisors; (2) developing an individual inmate Performance Plan; (3) having the Plan validated through the Classification Committee; (4) documenting the inmate's performance on a quarterly basis by utilizing P.E.R.'s and Supervisor's Evaluations as well as any other documentation; (5) completing the performance recording sheets which are a record of all contacts, inmates' services administered, or privileges awarded; (6) monitoring the P.E.R.'s and assisting in other performance documentation areas, including serving as a member of the Classification Committee on cases where the Case Manager is not assigned to the inmate whose case is being considered; (7) developing revisions of the Performance Plan as required; (8) assisting in special requests for the Parole Board or other agencies and helping to finalize the Parole Review Summary; and (9) similar functions are necessary to update and maintain the inmate's performance record.

In instances where some other staff member than the counselor serves as a case manager, the counselor will be responsible for providing consultation and assistance, particularly for extended assessment, plan development, and quarterly evaluations.

Case managers are encouraged to utilize "work trials" to assess an inmate's potentials, and to try out the inmate in various non-work areas as appropriate at each institution.

PROCEDURES MANUAL

EARNED TIME SYSTEM

SECTION
6.0

SUBJECT
E.T.S. Monitoring

E.T.S. MONITORING PROCEDURES

Each institution has a designated E.T.S. Coordinator who is responsible for all E.T.S. procedures under the Warden's supervision. This individual will maintain an ongoing file of problems at the institution regarding E.T.S. procedural questions, forms problems, and other special E.T.S. requirements.

On an ongoing basis, they will be visited by one of four District E.T.S. Supervisors, who will be monitoring each institution in the district. This individual will be responsible for technical and procedural assistance, assessing degree of system implementation, documenting staff needs, requirements, and problems, and to monitor the performance recording/rating procedures. The E.T.S. Supervisor will document all these operations problems, and modifications suggested for the system. (See Policy Statements #37 and #38). Special field evaluations, management or program reviews may be conducted by appropriate central office staff to provide a basis for system revisions.

Questions requiring policy closure, or clarifications which the District Supervisors are unable to provide will be referred to the E.T.S. State Director. Policies, procedural updates, and various systems effectiveness reports will be distributed from this office within the Offender Administration Division.

Routine institutional inquiries should be directed to the respective District E.T.S. Supervisor. Where appropriate, the State Director may be called as required.

Earned Time System Institutional Coordinators

State

Chatham Correctional Institution
K.C. Bundy, E.T.S. Coordinator
P.O. Box 7150, Garden City
Savannah, Georgia 31408
(912) 964-1254 Gist: 363-3337

Colony Farm Correctional Institution
Ray Corley, E.T.S. Coordinator
P.O. Box 86
Hardwick, Georgia 31034
(912) 453-5087 Gist: 324-5087

Ga. Diagnostic & Classification Center
Steve Phillips, E.T.S. Coordinator
Hwy. 36 West, P.O. Box 3877
Jackson, Georgia 30233
(404) 775-3161 Gist: 254-6011

Ga. Earned Release Center
Jack Fair, E.T.S. Coordinator
Kemper Building
P.O. Box 417
Hardwick, Georgia 31034
(912) 453-4377 Gist: 324-4377

Ga. Industrial Institution
Gary Black, E.T.S. Coordinator
Hwy. U.S. 23, P.O. Box 194
Alto, Georgia 30510
(404) 778-2273 Gist: 243-4345

Georgia State Prison
Henry Andrews, E.T.S. Coordinator
Star Route
Reidsville, Georgia 30453
(912) 557-4301 Gist: 367-4222

Georgia Training & Development Center
Richard Austin, E.T.S. Coordinator
Rock Quarry Road
Buford, Georgia 30518
(404) 945-9546 ETS: (404) 945-4822

Georgia Women's Correctional Institution
Tom Rafferty, E.T.S. Coordinator
P.O. Box 218
Hardwick, Georgia 31034
(912) 453-4104 Gist: 324-5218

Lee Correctional Institution
W.H. Long, Jr., E.T.S. Coordinator
P.O. Box 139
Leesburg, Georgia 31763
(912) 759-6453 Gist: None

Lowndes Correctional Institution
Jack Harris, E.T.S. Coordinator
P.O. Box 239
Valdosta, Georgia 31601
(912) 247-3464 Gist: 343-3464

Montgomery Correctional Institution
Jerry Brazell, E.T.S. Coordinator
Hwy. 107, South
Mt. Vernon, Georgia 30445
(912) 583-2511 Gist: None

Putnam Correctional Institution
Robert Manville, E.T.S. Coordinator
Forest Street
Eatonton, Georgia 31024
(404) 485-3301 Gist: None

Stone Mountain Correctional Institution
Roger Walton, E.T.S. Coordinator
5550 Venable Street
Stone Mountain, Georgia 30083
(404) 469-1406 Gist: None

Walker Correctional Institution
Jeff Tarrer, E.T.S. Coordinator
P.O. Box 98
Rocke Springs, Georgia 30737
(404) 764-1926 Gist: None

Earned Time System Institutional Coordinators (Continued)

Ware Correctional Institution
Darius Keen, E.T.S. Coordinator
Harris Road
Waycross, Georgia 31501
(912) 283-0564 Gist: 368-5295

Wayne Correctional Institution
Jack Jones, E.T.S. Coordinator
Route 1, Box 264
Odum, Georgia 31555
(912) 586-2244 Gist: None

West Georgia Correctional Institution
Leland Linahan, E.T.S. Coordinator
P.O. Box 7548
Columbus, Georgia 31908
(404) 563-9434 Gist: 252-2384

County

Bulloch County Correctional Institution
Andrew Sharpe, E.T.S. Coordinator
P.O. Box 1085
Statesboro, Georgia 30458
(912) 764-3914

Calhoun County Correctional Institution
Ellen Drinkwater, E.T.S. Coordinator
Route 1, Box 2
Morgan, Georgia 31766
(912) 849-2540

Carroll County Correctional Institution
Jack Jewell, E.T.S. Coordinator
Box 338
Carrollton, Georgia 30117
(404) 832-3939

Clarke County Correctional Institution
John Stasiw, E.T.S. Coordinator
Lexington Road
Athens, Georgia 30601
(404) 546-8330

Colquitt County Correctional Institution
John Lindsey, E.T.S. Coordinator
P.O. Box 339
Moultrie, Georgia 31768
(912) 985-1547

Columbus County Correctional Institution
Capt. John Barnes, E.T.S. Coordinator
Route 2, Box 500
Columbus, Georgia 31907
(404) 561-3220

Coweta County Correctional Institution
Donald Dixon, E.T.S. Coordinator
Carrollton Highway
Newnan, Georgia 30263
(404) 253-0794

Decatur County Correctional Institution
Donnie Cleveland, E.T.S. Coordinator
Bainbridge, Georgia 31717
(912) 246-1694

Effingham County Correctional Institution
Louis Davis, E.T.S. Coordinator
Springfield, Georgia 31329
(912) 754-3316

Fulton County Correctional Institution
Bellwood Camp
Bryan Smith, E.T.S. Coordinator
1101 Jefferson Street, N.W.
Atlanta, Georgia 30318
(404) 875-6454

Gilmer County Correctional Institution
Billy Jones, E.T.S. Coordinator
Ellijay, Georgia 30540
(404) 635-4583

Grady County Correctional Institution
Stephen Montgomery, E.T.S. Coordinator
Box 90
Cairo, Georgia 31728
(912) 377-4602

Earned Time System Institutional Coordinators (Continued)

Gwinnett County Correctional Institution
Joe Tillman, E.T.S. Coordinator
P.O. Box 47
Lawrenceville, Georgia 30245
(404) 963-2094

Hall County Correctional Institution
Thomas Plank, E.T.S. Coordinator
Route 3, Box 110A
Gainesville, Georgia 30501
(404) 536-3672

Harris County Correctional Institution
Terrell Crawford, E.T.S. Coordinator
Route 2
Hamilton, Georgia 31811
(404) 628-4959

Hart County Correctional Institution
Patsy Bartlett, E.T.S. Coordinator
Box 348
Hartwell, Georgia 30643
(404) 376-2377

Houston County Correctional Institution
Ray Wheelus, E.T.S. Coordinator
Kings Chapel Road
Perry, Georgia 31069
(912) 987-1477

Jackson County Correctional Institution
Thomas Plank, E.T.S. Coordinator
Route 3
Jefferson, Georgia 30549
(404) 367-8200

Jasper County Correctional Institution
Jewell Gilbert, E.T.S. Coordinator
Route 1, Box 2
Monticello, Georgia 31964
(404) 468-6112

Jefferson County Correctional Institution
Tommy Smith, E.T.S. Coordinator
Route 1, Box 9
Louisville, Georgia 30434
(912) 625-7230

Macon County Correctional Institution
W.T. Tucker, E.T.S. Coordinator
Route 2, Box 20
Oglethorpe, Georgia 31068
(912) 472-8093

Meriwether County Correctional Institution
W.E. Self, E.T.S. Coordinator
Route 3, Box 3
Greenville, Georgia 30222
(404) 672-4433

Mitchell County Correctional Institution
James Parker, E.T.S. Coordinator
P.O. Box 191
Camilla, Georgia 31730
(912) 336-5691

Morgan County Correctional Institution
Aubrey Nunn, E.T.S. Coordinator
P.O. Box 88
Madison, Georgia 30650
(404) 342-0821

Pike County Correctional Institution
Charles Ballard, E.T.S. Coordinator
P.O. Box 187
Zebulon, Georgia 30295
(404) 567-8479

Randolph County Correctional Institution
None
Box 38
Cuthbert, Georgia 31740
(912) 732-2721

Earned Time System Institutional Coordinators (Continued)

Richmond County Correctional Institution
William Lawson, Jr., E.T.S. Coordinator
P.O. Box 5259
Augusta, Georgia 30906
(404) 798-5572

Screven County Correctional Institution
Don Driggers, E.T.S. Coordinator
Box 159
Sylvania, Georgia 30467
(912) 863-7670

Spalding County Correctional Institution
Tommy York, E.T.S. Coordinator
Route 9, Box 1515
Griffin, Georgia 30223
(404) 227-2882

Stewart County Correctional Institution
Willard A. Stephens, E.T.S. Coordinator
P.O. Box 157
Lumpkin, Georgia 31815
(912) 838-4385

Sumter County Correctional Institution
None
P.O. Box 484
Americus, Georgia 31709
(912) 924-2631

Terrell County Correctional Institution
Barbara Miller, Acting E.T.S. Coordinator
Route 5, Box 38
Dawson, Georgia 31742
(912) 995-5318

Thomas County Correctional Institution
Owen Gay, E.T.S. Coordinator
Route 1, Box 5
Thomasville, Georgia
(912) 226-4389

Troup County Correctional Institution
Doris Carnes, E.T.S. Coordinator
Route 1, Hamilton Road
LaGrange, Georgia 30240
(404) 882-0490

Upson County Correctional Institution
Hudon Cochran, E.T.S. Coordinator
Route 1, Box 597
Thomaston, Georgia 30286
(404) 647-7452

Worth County Correctional Institution
Sonny Lofton, E.T.S. Coordinator
Route 4, Box 27
Sylvester, Georgia 31791
(912) 776-5551

Earned Time System District Supervisors

MIDDLE DISTRICT

Mike Puckett (J. Pratt Hubbard)
P.O. Box 417
Hardwick, Georgia 31034
(912) 453-4104
Gist: 324-4104

NORTH DISTRICT

Erskine Martin (Ed Perkins)
Rome Restitution Center
% Northeast Regional Hospital
Redmond Road
Rome, Georgia 30161
(404) 295-6440
Gist: 231-6440

SOUTHEAST DISTRICT

Doug Williams (Bobby Couey)
P.O. Box 2033
Court Square Station
Dublin, Georgia 31021
(912) 275-0400
Gist: None

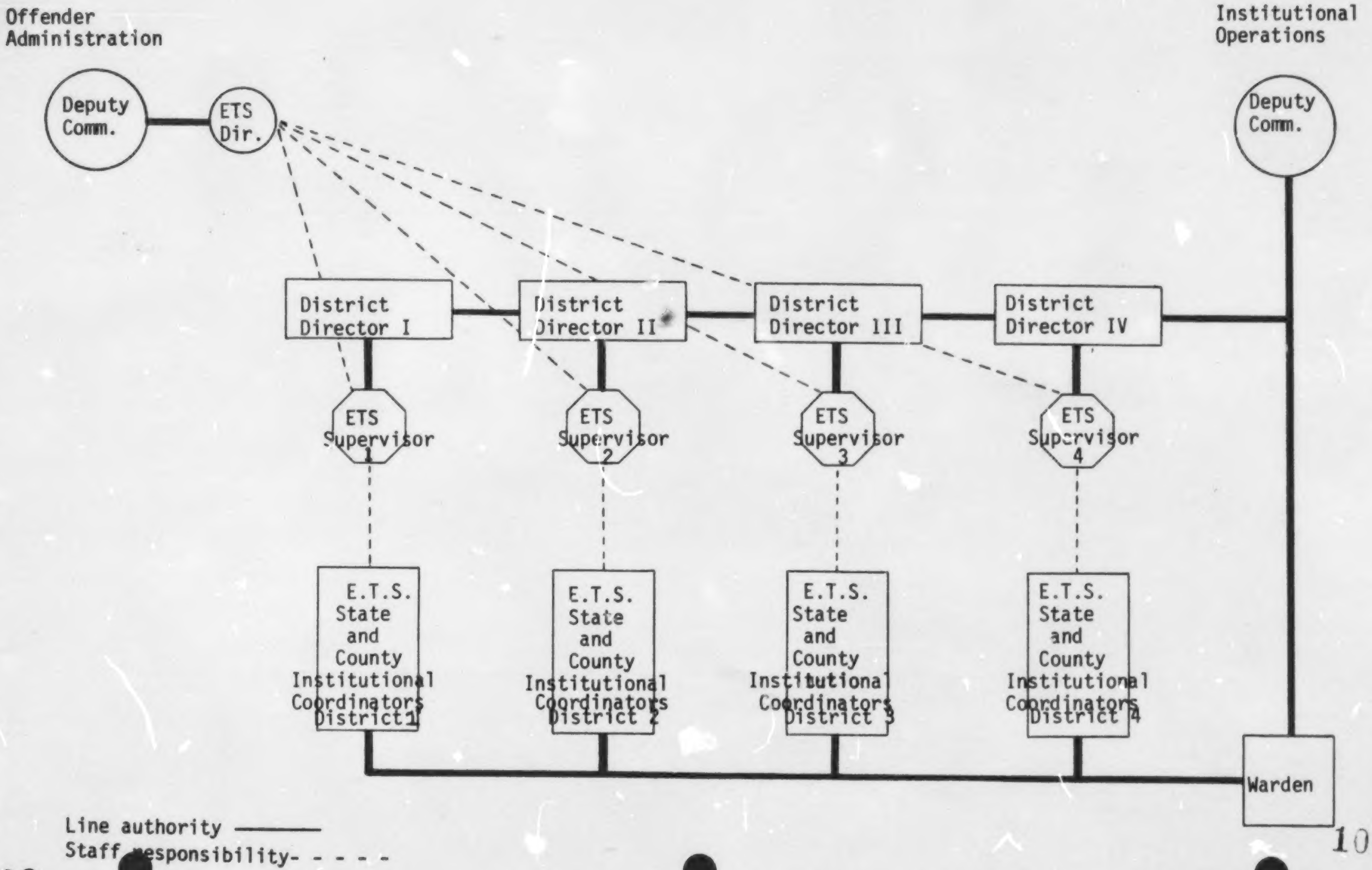
SOUTHWEST DISTRICT

John L. Bethea (L. Keith Turner)
P.O. Box 691
Albany, Georgia 31702
(912) 439-4313
Gist: 341-4313

Earned Time System Director (Atlanta)

Jerry A. Nosin
800 Peachtree St., N.E.
Room 312
Atlanta, Georgia 30308
(404) 894-4842
Gist: 222-4842

EARNED TIME SYSTEM: MONITORING STAFF PATTERN


Offender Administration
Deputy Comm.
ETS Dir.
Institutional Operations
Deputy Comm.
District Director I
District Director II
District Director III
District Director IV
ETS Supervisor 1
ETS Supervisor 2
ETS Supervisor 3
ETS Supervisor 4
E.T.S. State and County Institutional Coordinators District 1
E.T.S. State and County Institutional Coordinators District 2
E.T.S. State and County Institutional Coordinators District 3
E.T.S. State and County Institutional Coordinators District 4
Warden
Line authority
Staff responsibility

EARNED TIME POPULATION REPORT

(Report # ET3030)

This report will be printed twice a month and sent to each institution. (3 copies)

The same selection of inmates applies to this report as to the Population Report. No one on escape, or motion, or any other temporary release will appear on this report.

Only Earned Time inmates will appear on this report. That is, only those inmates with at least one sentence handed down after June 30, 1976, even if a Good Time sentence is currently controling.

The inmates will appear in alphabetical order.

Current Status refers to the habitual/non-habitual status of each inmate. Current Status may also be S, T, G, or U (see the legend at the bottom of each page of the report).

Projected Dates are based on the assumption that the inmate will earn every day left to earn off his/her sentence.

Earned Dates are a record of how much the inmate has earned off his/her sentence "AS OF" the date at the top of the report.

Projected Dates do NOT appear on the Inmate Notification Report (see next page for description)

Further Information on Current Status:

S - Straight Time (Earned Time sentence currently controlling and inmate declined)

G - Good Time sentence currently controlling (may have declined)

U - Undeclared (consent document has not arrived at the Central Office)

H - Habitual Status (3 or more felony convictions)

N - Non-Habitual Status (less than 3 felonies)

L - Life Sentence

T - Time-Out (currently entered as being on time-out)

EARNED TIME INMATE NOTIFICATION REPORT

(Report # ET5030)

This report will be printed twice a month and sent to each institution with the Earned Time Population Report. (3 copies)

See the description of the Earned Time Population Report on the previous page of this manual. Two differences exist between these reports:

1. The Inmate Notification Report will be missing any Projected Dates and Status Code.
2. The Inmate Notification Report will be printed alphabetically in two columns per page rather than one. Information on two inmates will appear on each line of the report. Read across the line to find an inmate's name alphabetically, then down to the next line, etc.

Each institution may wish to post the Inmate Notification Report, or to have counselors inform each inmate individually of his/her latest Earned Dates.

HOW WILL THE EARNED TIME SYSTEM AFFECT NEW INMATES?

All inmates sentenced on or after July 1, 1976 will automatically be under the provisions of the Earned Time Law. They will receive no "good time" but may earn time based on satisfactory performance and behavior in accordance with their ETS Classification. All performance will be documented, and they will be eligible to earn special privileges.

HOW WILL THIS AFFECT INMATES UNDER THE FORMER SYSTEM?

Although an inmate sentenced under the former system cannot earn time off his sentence, he will receive Performance Notices and can therefore earn privileges for outstanding performance. All inmates will be treated the same--except for how they earn their time and for parole consideration. All inmates will have their progress documented on the new forms for both the Board of Offender Rehabilitation and the Board of Pardons and Paroles.

CAN LIFERS EARN TIME OFF THEIR SENTENCE?

Just as they are presently excluded from earning time under the "good time" law, offenders with life sentences are ineligible to earn time under the "earned time" law. They will, however, earn "parole clearance", and if they do not perform, their lack of performance will result in a deficiency report to the Parole Board. Lifers are eligible for parole after seven (7) years. Additionally, lifers may earn extra privileges just like all other inmates, and will have their progress documented on new ETS forms.

WHAT ABOUT INMATES WITH SPECIAL PROBLEMS SUCH AS MEDICAL OR PSYCHIATRIC LIMITATIONS?

Inmates who are not capable of performing--or who are capable and willing, but no opportunities exist for them at an institution--will not be penalized. They will continue to earn time and appropriate action will be taken in such cases on an individual basis.

AFTER AN INMATE EARNS TIME OFF HIS SENTENCE, MAY HE LOSE IT?

Yes. Earned Time can be forfeited for a violation of federal or state law when forfeiture is in lieu of prosecution, also, when an inmate is placed in time out but does not have sufficient time left on his sentence. In such a case, he would forfeit the difference. Forfeited time is not restorable, and will be forfeited only in the most severe circumstances. Other than these exceptions, the time an inmate earns will be his to keep.

WHAT OTHER DISCIPLINARY SANCTIONS MAY BE USED BESIDES TIME OUT?

Time out from earning may be used for a violation of the rules and regulations. In addition, the institutional disciplinary committee retains all of its current options--such as privilege restriction, extra details, probation. or other sanctions.

HOW DOES DISCIPLINARY ISOLATION WORK?

Any inmate may also be placed in disciplinary isolation, but such placement automatically results in time out from earning for each day in isolation. While in any time out, an ETS inmate is not earning time off his sentence (and receives credit only for actual days served). Placement in time out does not effect the date of his parole consideration, but does affect his DCOR "clearance".

IF AN INMATE IS "CLEARED" BY THE BOARD OF OFFENDER REHABILITATION FOR PAROLE, IS HE ASSURED THAT PAROLE WILL BE GRANTED BY THE BOARD OF PARDONS AND PAROLES?

Parole "clearance" is an internal procedure by which the Department of Corrections assesses whether an inmates behavior and performance has been satisfactory. It is based on the amount of earned time an inmate has earned, and is used to decide whether to issue a "deficiency report" on any inmate or not. If a man's performance and behavior have been unsatisfactory--i.e., frequent time outs for disciplinary/performance actions--he may be listed as "deficient" by the Department of Offender Rehabilitation and this will be reported to the Parole Board. In such a case, the Board of Pardons and Paroles has agreed not to parole anyone the Corrections Department deems "deficient". The lack of a deficiency report, however, does not mean a man is guaranteed parole. That means that although the man has meet the performance and behavior criteria of the Department of Corrections, he will still be evaluated based on the criteria of the Pardons and Paroles Board.

HOW FREQUENTLY SHOULD SUPERVISOR'S EVALUATIONS BE WRITTEN?

These will be written for three occasions: (1) special requests from the Parole Board or from an institutional Case Manager; (2) program terminations (anytime an inmate leaves a work assignment or other program); (3) on a quarterly basis for inmates involved with performance rated/stable details. It is probable that each Case Manager will request a S.E. from supervisor's during the extended assessment period as a special request.

WHO WILL DETERMINE WHETHER AN INMATE'S PERFORMANCE IS EXCELLENT, SATISFACTORY, OR UNSATISFACTORY?

The inmate's supervisor determines performance by writing P.N.'s on an exception basis, and writes P.E.R.'s on a monthly basis as required from his P.N.'s. He should be utilizing P.A.D.'s and those delineated criteria from which to rate.

Department of Corrections / Offender Rehabilitation

PROCEDURES MANUAL

EARNED TIME SYSTEM

SECTION
8.0

SUBJECT
E.T.S. Questions and Answers

WHO WILL EXPLAIN E.T.S. TO NEW INMATES? WILL THERE BE WRITTEN PROCEDURE FOR STAFF TO FOLLOW?

E.T.S. will be explained to new inmates during orientation at G.W.C.I. or G.D.C. & C. They will receive the E.T.S. Comic Book, E.T.S. Handbook, and see the sound/slide show. Staff members who are assigned to orientation at these institutions will be responsible for answering general questions. The general outline for presenting orientation procedures should be followed.

TYPE OF ISSUE	DATE	PAGE
Original	1/3/77	90

Appendix A

AN ACT

To amend an Act comprehensively and exhaustively revising, superseding and consolidating the laws relating to the State Board of Corrections and to prisons, public works camps and prisoners, approved February 20, 1956 (Ga. Laws 1956, p. 161), as amended, particularly by an Act approved March 7, 1961 (Ga. Laws 1961, p. 127), by an Act approved March 18, 1964 (Ga. Laws 1964, p. 495), and by an Act approved April 12, 1968 (Ga. Laws 1968, p. 1399), so as to add to Section 24 a new subsection to provide that said Section shall apply only to those sentenced to the State penal system prior to July 1, 1976; to add a new Section 24A providing that the State Board of Corrections shall formulate rules and regulations providing for all earned time allowances to be awarded to prisoners based upon the performance of the prisoners; to provide that such rules and regulations shall place a maximum on earned time allowances; to provide for forfeiture of earned time allowances; to provide that the State Board of Pardons and Paroles shall respect the rules and regulations of the State Board of Corrections concerning earned time allowances and shall cooperate in extending parole and clemency to such as are subject to special consideration; to provide that all wardens or superintendents shall notify the State Board of Corrections of any punishment imposed or other disciplinary action taken against any prisoner in said warden's or superintendent's custody; to differentiate between habitual offenders and others for the purposes of awarding earned time; to define habitual offenders for the purposes of awarding earned time; to provide that the Director of

Corrections or his assistants may suspend the offender from earning earned time for a specified period of time; to provide that a prisoner shall be released at the expiration of his term of sentence less the time earned as earned time allowances; to provide that new Section 24A shall apply only to those sentenced to the State penal system on July 1, 1976 and thereafter; to amend an Act prescribing good time allowances and extra good time allowances for prisoners incarcerated under county jurisdiction approved March 18, 1964 (Ga. Laws 1964, p. 493), as amended, so as to provide that said Act shall apply only to misdemeanor offenders confined in county facilities prior to July 1, 1976; to repeal conflicting laws, and for other purposes.

BE IT ENACTED BY THE GENERAL ASSEMBLY OF GEORGIA:

Section 1. An Act comprehensively and exhaustively, revising, superseding, and consolidating the laws relating to the State Board of Corrections and to prisons, public works camps and prisoners, approved February 20, 1956 (Ga. Laws 1956, p. 161), as amended, particularly by an Act approved March 7, 1961 (Ga. Laws 1961, p. 127), by an Act approved March 18, 1964 (Ga. Laws 1964, p. 495), and by an Act approved April 12, 1968 (Ga. Laws 1968, p. 1399) is hereby amended by adding to Section 24 a new subsection to be known as subsection (e) to read as follows.

"(e) This Section shall apply only to those prisoners sentenced to the State penal system prior to July 1, 1976."

Section 2. Said Act is further amended by adding after Section 24 a new Section to be Section 24A to read as follows:

"Section 24A. (a) The State Board of Corrections shall formulate and promulgate rules and regulations providing for earned time allowances to be awarded to prisoners based upon the performance of the prisoners. Except that earned time allowances shall not be awarded to prisoners sentenced to life imprisonment. Such rules and regulations shall not provide for earned time allowances exceeding one-half of the period of confinement imposed by the court. Such rules and regulations shall differentiate between habitual offenders for the purposes of awarding earned time. Habitual offenders shall be defined, for the purposes of this Act, as having received three or more felony convictions. The State Board of Pardons and Paroles shall respect the rules and regulations of the State Board of Corrections in computing the time served by inmates of the institution and shall cooperate in extending parole and clemency to such as are subject to special consideration.

(b) The wardens or superintendents of the various correctional facilities within the State shall immediately notify the State Board of Corrections in writing of any punishment imposed or other disciplinary action taken against any prisoner under such warden's or superintendent's custody, said report to be on forms prescribed and furnished by the State Board of Corrections, and shall show, among other things, the detail assignment and behavior record of the prisoner. From said record so furnished, the Director of Corrections or his assistants may suspend the prisoner from receiving earned time for a specified period, and may forfeit up to one-half the earned time allowances where the disciplinary action involves a violation of prison rules and regulations or forfeit all or any part of earned time allowances where the violation is a crime punishable by law and the forfeiture is in lieu of prosecution.

(c) A prisoner shall be released at the expiration of his term of sentence less the time earned as earned time allowances.

(d) Misdemeanants shall accrue earned time allowances equal to one-half of the total misdemeanor sentence. This same earned time allowance shall apply to misdemeanants confined as county misdemeanants as provided in Code Section 27-2506(a) and computation of this earned time allowance shall be made by the sheriff of the county, chief jailor, warden, or other officer designated by the county as custodian of said prisoners.

(e) This Section shall apply only to those prisoners sentenced to the State penal system on July 1, 1976, and thereafter."

Section 3. An Act prescribing good time allowances and extra good time allowances for prisoners incarcerated under county jurisdiction approved March 18, 1964 (Ga. Laws 1964, p. 493), as amended, is hereby amended by adding at the end of Section 1 the following:

"This Act shall apply only to misdemeanor offenders confined in county facilities prior to July 1, 1976.",

so that as amended, Section 1 shall read as follows:

"Section 1. Misdemeanor offenders confined in county facilities under the jurisdiction of the county as provided in Code section 27-2506(a) shall earn good time in the amount of four (4) days for each month of the sentence and shall earn extra good time in the same amount as may be prescribed from time to time by the State Board of Corrections for prisoners under its jurisdiction. The computation of good time allowances and extra good time allowances shall be made by the sheriff of the county, chief jailor, warden or other officer designated by the county as custodian of said prisoners. This Section shall apply only to misdemeanor offenders confined in county facilities prior to July 1, 1976."

Section 4. All laws and parts of laws in conflict with this Act are hereby repealed.

Appendix B

PARDONS AND PAROLES/DEPARTMENT OF CORRECTIONS/OFFENDER REHABILITATION AGREEMENT

1. DCOR agrees to introduce legislation to repeal current "good time" practices; and implement earned time. Administrative rules and regulations will preclude earned time allowances to exceed 50% of the confinement time.

2. DCOR agrees to withdraw legislation regarding -

   a. Earned/certified eligibility

   b. Petitioning Sentencing Court

3. DCOR agrees to revise and upgrade Corrections' recommendation/evaluation for parole and to make report [illegible] with documented performance.

4. The Parole Board agrees not to release an inmate upon scheduled parole review, if the Department of Corrections recommends that he not be released based on a lack of agreed upon performance by the inmate and the department or disciplinary action.

5. The Board agrees to review again a case at such time as the department recommends favorable consideration, based on documented performance.

6. The Board agrees to consider cases for amendments to sentences or other clemency action based on diagnostic and evaluation data developed by the department.

Note:

a. Number four (4) and (5) above will be included in administrative rules and regulations of the Board of Pardons and Paroles.

b. This agreement applies to only those inmates entering the system after July 1, 1976.

Signed Allen Ault
Allen L. Ault, Ed.D
Commissioner

A. Burton Lee
A. Burton Lee, Chairman

Signed Cecil C. McCall
Cecil C. McCall, Chairman

J. O. Partain
J. O. Partain, Jr. Member

Mamie B. Reese
Mamie B. Reese, Member

James T. Morris
James T. Morris, Member

Floyd E. Busbee
Floyd E. Busbee, Member

Date: January 26, 1976

Date: January 26, 1976

Appendix C

INMATE ORIENTATION

I. Introduction, Philosophy and Goals of ETS

Provide basic introduction to ETS. Explain how inmate can "earn his way out".	As of 7/1/76, all persons sentenced to felony convictions of less than life will be given the opportunity to earn their way out of prison by demonstrating satisfactory conduct and performance in work and programs.
Stress inmate responsibility.	The Earned Time System places the responsibility upon you the individual inmate to direct your own rehabilitation. The Department of Offender Rehabilitation has the responsibility to provide opportunities for you to become involved in activities that will allow you to: (1) Learn and practice good and regular work habits. (2) Learn marketable skills. (3) Become involved in an academic and/or vocational education program. (4) Learn and practice appropriate social behaviors. (5) Return to the free world with the skills and attitudes necessary to enable you to live a productive, crime-free life. Since the Earned Time System is structured similarly to a free world economy, i.e., nothing is "given away", whatever is attained is earned, it is assumed that by participating in ETS, you will be better able to re-enter the free world.

II. How Can You Earn Your Way Out?

Explain ETS Classification, Habitual, Non-Habitual.	Based upon your previous record, you will be classified either as a habitual offender or a non-habitual offender. A habitual offender is one with three (3) or more felony convictions. A non-habitual offender is one with one or two felony convictions which caused you to be sent here now.
Significance of ETS Classification	Your ETS Classification is important because it will determine how fast you can earn your way out of prison.

Stress Earning Rates, 1:1 or 1:2

Review definition of habitual and non-habitual

At this point, use examples of typical sentences (perhaps of inmates you are currently working with) to amplify the differences between earning rates of Habitual or Non-Habitual

Show minimum time individuals will spend in prison assuming satisfactory performance and conduct throughout sentence. Compute with inmates.

Introduce Parole

A non-habitual offender earns one day off the end of his sentence for every day he spends in satisfactory conduct and performance.

(1:1)
Thus, if you are classified as a non-habitual offender you can earn your way out of prison in about 1/2 of your sentence PROVIDING YOU CONTINUOUSLY DEMONSTRATE SATISFACTORY CONDUCT AND PERFORMANCE. If you are classified as a habitual offender you can earn one day off the end of your sentence for every two days you spend in satisfactory conduct and performance.

(1:2)
Thus, if you are classified as a habitual offender you can earn your way out of prison in about 2/3 of your sentence PROVIDING YOU CONTINOUSLY DEMONSTRATE SATISFACTORY CONDUCT AND PERFORMANCE.

In addition to earning time off your sentence by maintaining satisfactory performance and conduct, your performance will be documented for the Parole Board. By maintaining satisfactory work and performance you will avoid having the Department issue a "deficiency report" on you because of unsatisfactory performance. Inmates who get into trouble and who do not perform will have such deficiency reports issued on them to the Parole Board. The Parole Board has agreed not to parole any inmate who is considered deficient by the Department of Offender Rehabilitation. If you do not receive a deficiency report, however, this is not a guarantee you will be paroled. The Board of Pardons and Paroles will continue to look at additional factors. A deficiency report does guarantee you will not be paroled, however, so it's important to maintain satisfactory performance and conduct. Everyone will come up for Parole at 1/3 of their sentence excepting lifers, and will receive Parole Consideration.

Explain that Participation is optional.	Participation in the Earned Time System is not automatic and not mandatory. Toward the end of the diagnostic procedure (at GD&CC or GWCI) or if you get an additional sentence as a non-ETS inmate, you will be given the opportunity to sign a form indicating you want to participate.
Final Interview Inmate Given: (1) ETS Classification (Explain appeal procedure).	At your final interview you will be given your ETS Classification, whether Habitual or Non-Habitual. If you feel you have been incorrectly classified as a habitual, and you believe you have only 1 or 2 felony convictions, there is an appeal procedure that your counselor will explain to you.
(2) Opportunity to sign ETS consent.	Also, at your final interview you will be allowed to sign an ETS consent form.
Explain implications of consent. Give examples of credit for time previous to sign up. Example: (3 months) 90 days jail time previous to sentence, 60 days (2 months) at Diagnostic Center in Intake/Assessment = 150 days (5 months of Earned Time.	When you sign the ETS consent form, you will be awarded earned time for all your jail time.
	When you reach your permanent institution you will enter planned activities and be eligible to earn time off your sentence and toward parole clearance. You will be able to earn Extra Privileges (to be discussed later) and may be able to earn your way into special programs, transfers, furloughs, etc.
Discuss implications for non-participation.	If you do not consent to participate, YOU WILL EARN NO TIME OFF YOUR SENTENCE AND YOU WILL BE LISTED AS DEFICIENT AND WILL NOT BE PAROLED.
Amplify with examples, i.e., a non-participant will serve 10 years of a 10 year sentence. Use specific examples using inmate's sentence.	This means you will end up serving every day of your sentence. There will be no way of getting out of prison before serving your full sentence. Also, you will not be eligible to earn any extra privileges and not be eligible for any programs, etc.

	We feel it is in everyone's best interest to participate. Since there is no more good time and extra good time, participation in the Earned Time System is the only chance you have to serve less than your full sentence. If you don't participate, you will not be listed as deficient in performance by the Department of Offender Rehabilitation.
Discuss how a non-participant can get into ETS.	If you choose not to participate at this time, you may change your mind later. But if you don't sign up the first time the opportunity is presented (at final interview) you will never be able to get Earned Time for the time spent in jail or for the time served up until you sign up. You can change your mind and participate in ETS any time within 6 months of your initial decision not to participate. After that you can only change your mind about participation once a year.
III. Assessment, Extended Assessment Plan	
Discuss initial assessments part of diagnostic procedure.	Here at ____________(name of institution) you will undergo a series of tests. We will work with you to try to find out your abilities and your needs. One reason for this is so that we can send you to an institution that can help you by meeting those needs.
Extended Assessment	You will spend about 6-8 weeks here. Then you will be sent to another insitituion. (Not true for women, many people at Alto, some Jackson). Next there will be a period of 1-2 months of Extended Assessment. During this time the staff at your permanent institution will try to get to know you. Your case manager (who will probably be your counselor) will get information about you in order to decide what you need in order to make the most of your stay in prison. Very likely, he will decide that a combination

	of work and programs (academic, vocational, counseling, recreation, etc.) will help you to learn the skills necessary to keep you out of trouble when you are released.
Introduce Plan.	Near the end of this extended assessment period, you will work with your case manager to develop an individual performance plan. This plan will outline all the activities which you will be involved in.
Give various examples of activities.	Some examples of these activities may be work. academic or vocational education, on-the-job training, counseling, alcohol or drug programs, recreational activities, religious activities, and others.
IV. How the ETS will Work: The Day to Day Details	
Review Earning Rates.	As I said, you will earn differently depending if you are classified as a habitual or a non-habitual offender (1:1 or 1:2) But, you will only earn at these rates if you maintain satisfactory conduct and performance.
Introduce Performance Notes (PN). "E"	After completing the extended assessment at your permanent institution, you will enter activities according to your plan. Whenever a supervisor (anyone -- teacher, counselor, officer who supervises inmates in any activity) feels that you have done much better or much worse than expected, he has a way of letting you know this. When the supervisor feels you have done much better than he expects or requires, he may give a Performance Notice citing you for Excellent Performance (E).
"U"	If you do worse than he expects or requires, he may cite you for Unsatisfactory Performance (U).
Monthly E's or U's (Performance Evaluation Report) List privileges that can be earned by E behavior.	After a month a supervisor may decide your work and behavior has been so good that you deserve an overall excellent rating for that month. That "E" for the month will result in some extra privilege such as phone calls, extra or longer visits, extra recreastion time, entrance into educational or vocational

training programs, educational release and other privileges. The privileges you can earn will be determined by each institution. Also, the more Excellents you earn the better chance you will have to get a parole. As you can see, showing excellent performance and behavior can certainly help you. It can allow you to earn institutional privileges and lead to improved chances for parole.

Unsatisfactory Performance Notice.

But what happens if you do not behave and perform as expected/required? Just as a supervisor may cite you for Excellent Performance or Behaviors by giving you an "E" Performance Notice, he can also give you an Unsatisfactory Performance Notice. At the end of each month, your record will be reviewed and if your supervisor feels you deserve it, he will issue you a monthly "U".

Performance Exception Report - U.

This unsatisfactory report for the month is processed through the Classification Committee and may go to the Disciplinary Committee. There are several possible punishments that could result: extra work details, restriction of privileges, removal from programs or being placed in Time-Out.

Time-Out. Make sure inmates understand implications of Time Out. Use chalk board to show how time out affects an inmate's sentence.

Time-Out is a period during which you will not earn time off your sentence. During Time-Out, you will also not earn time toward Parole Certification.

Stress that Disciplinary Reports are an option for more serious violations of rules and regulations.

The use of Unsatisfactory Reports is one way to deal with and punish undesirable performance. For more discipline problems, you may be written up and given a disciplinary report.

A disciplinary report can result in Time-Out, isolation or other forms of punishment. For extremely serious violations, committing a felony while in prison, you may lose some or all of the time you have already earned. This is called forfeiture and is an extremely serious punishment used only for the most serious crimes committed in prison. Any Earned Time you forfeit is lost forever;

	you can never get it back. Except for committing serious crimes, which are violations of State and Federal laws while in prison which could cause you to lose or forfeit time you have already arened, the time you earn is yours to keep. It is like a paycheck. You earn it -- you keep it.
V. Wrap-Up. Tie in plan and activities with Earned Time Concept.	By performing well and maintaining discipline in these planned activities you will be able to "earn your way out of prison". Also, the better you do and the more cooperative you are, the better recommendation you will get for Parole Certification. I hope you can see that under this system there is a lot of responsibility placed on you. You can determine how much time you will do. You will also be able to influence the kind of time you will do -- easy or hard. Remember, poor discipline or performance can lead to your being placed in time-out, or other forms of punishment.
Re-cap Time-Out.	While in Time-Out you cannot earn any time. The longer you are in Time-Out, the more time you will serve.
Re-cap Privileges.	But, also remember you can help make your time as easy as possible. By demonstrating excellent performance you can earn extra privileges. The kinds of privileges you earn will be up to your Case Manager and the policies of your institution.
Review in capsule form the institutional reporting system. Review PN.	During the time you are in prison, supervisors will be evaluating your behavior and your performance. Any time they see exceptional behavior, that is behavior that is better or worse than they expect of you, they may give you a Performance Notice. This PN will tell you that you have shown either Excellent (E) or Unsatisfactory (U) behavior.

Review PER.	Each month, supervisors will review their PN's. If an inmate has shown consistently good or consistently poor behavior during that month the supervisor may write up a Performance Exception Report - either an E or a U - for that month.
Briefly mention Supervisor's Evaluation.	Regardless of your performance, anyone who supervises you regularly will have to write a report on your discipline and performance every 3 months.
Wrap-up.	So, as you can see, the staff will be observing your behavior. If you perform well, if you have a positive attitude, and if you consistently try to improve yourself, you will be able to earn your way out of prison. You will make your time go easier and pick up some skills and attitudes which will help you stay out of trouble. But, if you are uncooperative and do not perform well, you may end up spending longer periods in prison -- how much longer is up to you -- even to the point of serving all your sentence. The choice is up to you -- whether you wish to use the opportunities and time available to you in a positive way to help yourself or to serve flat time and waste your opportunities.

This outline should be modified as appropriate for currently incarcerated inmates who get additional sentences after July 1, 1976 and need ETS orientation. It should also be modified and amplified for each institution and its needs.

Appendix D

INSTITUTIONAL CODING

223 - Atlanta Advancement Center
231 - Macon Transitional Center
235 - Women's Pre-Release Center
236 - Andromeda Drug Center
237 - Wheeler House
238 - Human Resources
239 - Women's Advancement Center
241 - Bibb Pre-Release Center
302 - Central State Hospital
402 - Bulloch County Public Works Camp
403 - Calhoun County Public Works Camp
404 - Carroll County Public Works Camp
406 - Clark County Public Works Camp
407 - Colquitt County Public Works Camp
409 - Coweta County Public Works Camp
411 - Decatur County Public Works Camp
413 - Effingham County Public Works Camp
416 - Fulton County Public Works Camp
417 - Gilmer County Public Works Camp
418 - Grady County Public Works Camp
419 - Gwinnett County Public Works Camp
420 - Hall County Public Works Camp
422 - Harris County Public Works Camp
423 - Hart County Public Works Camp
425 - Houston County Public Works Camp
426 - Jackson County Public Works Camp
427 - Jasper County Public Works Camp
428 - Jefferson County Public Works Camp
430 - Macon County Public Works Camp
431 - Meriweather County Public Works Camp
433 - Mitchell County Public Works Camp
434 - Morgan County Public Works Camp
435 - Columbus Correctional Camp
437 - Pike County Public Works Camp
438 - Randolph County Public Works Camp
439 - Richmond County Public Works Camp
440 - Screven County Public Works Camp
441 - Spalding County Public Works Camp
442 - Stewart County Public Works Camp
443 - Sumter County Public Works Camp
444 - Terrell County Public Works Camp
445 - Thomas County Public Works Camp
446 - Tift County Public Works Camp
447 - Troup County Public Works Camp
449 - Upson County Public Works Camp
454 - Worth County Public Works Camp
501 - Ware Correctional Institution
502 - Lowndes Correctional Institution
505 - Georgia Training & Development Center
506 - Walker Correctional Institution
507 - Wayne Correctional Institution
508 - Georgia Industrial Institute
509 - Montgomery Correctional Institution
510 - Lee Correctional Institution
514 - Chatham Correctional Institution
515 - Putnam Correctional Institution
517 - Georgia State Prison
518 - Unassigned
521 - Georgia Diagnositc & Classification Center
524 - Kemper Building
525 - Georgia Earned Release Center
526 - Warm Springs Educational
Center for Handicaps
527 - Stone Mountain Correctional Institution
528 - Georgia Rehabilitation Center for Women
535 - Colony Farm
999 - Serving Concurrent sentence outside of
state institution

Appendix E
MAJOR - MINOR VIOLATIONS

Par. 125-2-5-.04 (Violations)

MAJOR	MINOR	VIOLATION CODE	VIOLATION TYPES	TIME-OUT RANGE
			FEDERAL OR STATE	
X		A 01	State	0 - 180
X		A 02	Federal	0 - 180
			VIOLATIONS AGAINST PERSONS	
X		B 01*	Causing death/injury	0 - 180
X		B 02*	Striking	0 - 180
X		B 03*	Shooting	0 - 180
X		B 04	Projecting items	0 - 30
X		B 05	Verbally threatening	0 - 30
X		B 06*	Threatening with item	0 - 180
X		B 07*	Injurious physical encounter	0 - 180
X		B 08	Sexual Activity	0 - 30
X		B 09*	Sexual Assault	0 - 180
X		B 10	Soliciting sexual activity	0 - 30
X		B 11	Exposure/exhibition	0 - 30
X		B 12	Obscene actions	0 - 30
X		B 13*	Insubordination	0 - 180
X		B 14*	Bribery	0 - 180
X		B 15*	Extortion	0 - 180
X		B 16*	Using a hostage	0 - 180
X		B 17	Obstructing duties	0 - 30
			SECURITY VIOLATIONS	
	X	C 01	Unauthorized meeting	0
X		C 02*	Participation in disturbances	0 - 180
X		C 03*	Escape from institution	0 - 180
X		C 04*	Escape from authority	0 - 180
X		C 05	Conspiracy to escape	0 - 30
X		C 06	Attempted escape	0 - 30
		C 07	Unauthorized possession	
X		C 07A	Device for escape	0 - 30
X		C 07B	Replica of human	0 - 30
X		C 07C	Any disguise	0 - 30
X		C 08	Damage to state property	0 - 30
	X	C 09	Being absent from court	0
	X	C 10	Distrupting count	0
X		C 11	Wearing a disguise	0 - 180
X		C 12	Causing a fire	0 - 180
X		C 13	Being absent	0 - 30
	X	C 14	Unauthorized presence	0
X		C 15	Failure to follow instructions	0 - 30
X		C 16	Failure to perform	0 - 30
X		C 17*	Using unauthorized drugs	0 - 180
X		C 18	Obstruction of search	0 - 30
	X	C 19	Unauthorized handing, attaching or fastening	0

*Violation of State or Federal Law

MAJOR	MINOR	VIOLATION CODE	VIOLATION TYPES	TIME-OUT RANGE
			CONTRABAND VIOLATIONS	
X		D 01	Unauthorized possession of contraband	0 - 30
		D 02	Possession of	
X		D 02A*	Weapon	0 - 180
X		D 02B*	Ammunition	0 - 180
X		D 02C*	Drugs	0 - 180
X		D 02D	Devise for use of drugs	0 - 30
X		D 02E	Unauthorized securities	0 - 30
	X	D 02F	Unauthorized clothing	0
	X	D 02G	Excess of issued materials	0
	X	D 02H	Obscene materials	0
	X	D 02I	Contraband	0
X		D 03*	Selling drugs	0 - 180
	X	D 04	Keeping unkempt area	0
	X	D 05	Excess of smoking material	0
			PROPERTY VIOLATIONS	
X		E 01	Unauthorized possession of others property	0 - 30
X		E 02	Theft	0 - 30
	X	E 03	Damaging property	0
X		E 04	Providing for profit	0 - 30
X		E 05	Lying	0 - 30
X		E 06	Counterfeiting	0 - 30
X		E 07	Transfer of funds	0 - 30
			POLICY AND PROCEDURE VIOLATIONS	
X		F 01	Gambling	0 - 30
	X	F 02	Possession of gambling materials	0
X		F 03	Transmitting threats through mail	0 - 30
X		F 04*	Violation of postal laws	0 - 180
X		F 05	Violation of institutional mail rules	0 - 30
X		F 06	Violation of institutional visiting rules	0 - 30
	X	F 07	Unauthorized use of telephone	0
X		F 08	Attempting contact with unauthorized persons	0 - 30
X		F 09	Feigning illness	0 - 30
			PERSONAL VIOLATIONS	
	X	G 01	Unkempt personal appearance	0
	X	G 02	Unkempt cell	0
	X	G 03	Unkempt hair or beard	0
	X	G 04	Growing sideburns	0
	X	G 05	Unauthorized wearing of hair	0
	X	G 06	Wearing jewelry	0
			SAFETY VIOLATIONS	
X		H 01	Failure to follow rules	0 - 30
X		H 02	Unauthorized use of machinery	0 - 30
	X	H 03	Careless use of equipment	0
X		H 04	Causing damage to machinery	0 - 30
X		H 05*	Causing damage to utilities	0 - 180
X		H 06	Any act possibly causing injury	0 - 30
X		H 07	Smoking in restricted area	0 - 30

*Violation of State or Federal Law